

# Employee Termination Notification

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately as of [Termination Date]. This decision has been made after careful consideration.

Your final paycheck, including any accrued vacation or benefits, will be processed and sent to you by [Date]. Please return any company property in your possession to your supervisor by [Return Date].

If you have any questions regarding your benefits or final paycheck, please contact [HR Contact Name] at [HR Contact Information].

We appreciate your contributions during your time at [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]