

Termination Letter Template

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision has been made due to [reason for termination, e.g., performance issues, company restructuring, etc.].

Your final paycheck, including any accrued vacation pay, will be provided to you on your last working day. Please make arrangements to return any company property you may have.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]