

# Workforce Termination Memo

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Notice of Immediate Termination

Dear [Employee Name],

We regret to inform you that, effective immediately, your employment with [Company Name] is terminated. This decision has been made due to [brief explanation of reason, e.g., company policy violation, performance issues].

Please arrange to return any company property in your possession by [insert date]. Your final paycheck will be processed within the usual payroll schedule and will include any remaining vacation pay.

If you have any questions regarding your termination or next steps, please do not hesitate to reach out to [HR Contact Name] at [HR Contact Email/Phone Number].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]