

Termination of Employment Agreement

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 [Effective Termination Date]. This decision has been made after careful consideration and is consistent with our company policies.

You will receive your final paycheck, including any outstanding vacation pay, on your last working day.

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

Should you have any questions, please feel free to contact [HR Contact Name] at [HR Contact Phone Number] or [HR Contact Email Address].

Sincerely,

[Your Name]

[Your Position]

[Company Name]