

# Employment Termination Notification

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision has been made after careful consideration and is based on [brief explanation of reason for termination, if applicable].

Your final paycheck will include payment for all work performed until your termination date, any accrued vacation pay, and any other owed compensation. You will receive additional information regarding your benefits and any necessary next steps in the coming days.

We appreciate your contributions to the company during your time here and wish you the best in your future endeavors.

Should you have any questions, please do not hesitate to reach out to [HR Contact Name] at [HR Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]