

# Employment Termination Guidelines

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Termination of Employment

Dear [Employee's Name],

This letter serves as a formal notification regarding the termination of your employment with [Company Name], effective [Termination Date]. This decision was made following [reason for termination, e.g., performance issues, company downsizing].

Prior to this decision, you were given opportunities to address the concerns raised, including [details of any performance improvement plans, warnings, etc.]. Despite these efforts, we have determined that termination is necessary.

You will receive your final paycheck, including any accrued vacation days, as per our company's policies. Please return all company property, including [list of items], by [return date].

We encourage you to apply for unemployment benefits if needed and wish you the best in your future endeavors.

Should you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Manager's Name]

[Manager's Job Title]

[Company Name]