

Employment Termination Procedure Explanation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Your Title]

Subject: Employment Termination Procedure

Dear [Employee's Name],

This letter serves to provide you with a detailed explanation of the procedures related to your employment termination. As discussed in our recent meetings, your last working day will be [Insert Last Working Day], and I would like to outline the steps that will be followed during this transition.

1. Final Work Assignments

All final assignments must be completed and submitted by [Insert Deadline].

2. Exit Interview

An exit interview will be scheduled on [Insert Date] to discuss your experience and gather feedback.

3. Return of Company Property

Please ensure that all company property, including keys, ID badges, and electronic devices, are returned by your last working day.

4. Final Pay Check

Your final paycheck, including any accrued vacation days, will be processed and sent to you on [Insert Pay Date].

We appreciate your contributions to the company and wish you all the best in your future endeavors. Please feel free to reach out if you have any questions regarding the termination process.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]