

Termination of Employment Instructions

Date: [Insert Date]

To: [Employee's Name]

Dear [Employee's Name],

This letter serves as a formal notification regarding the termination of your employment with [Company Name], effective [Termination Date]. Below are the instructions and necessary steps to follow:

Instructions:

1. Please return all company property, including but not limited to keys, ID badges, electronic devices, and files, by [Return Date].
2. Schedule an appointment with HR to discuss your final paycheck, benefits, and any unused vacation days.
3. Ensure that all projects and responsibilities are transitioned to appropriate team members before your departure.
4. Complete any required exit paperwork and provide feedback about your experience at [Company Name].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]