

# Employment Termination Policy

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert Employee ID]

From: [Your Company Name]

Subject: Notice of Employment Termination

Dear [Employee Name],

This letter serves as a formal notice of the termination of your employment with [Your Company Name], effective [Effective Date]. This decision has been reached after careful consideration, based on [briefly state the reason(s) for termination, e.g., performance issues, company restructuring, etc.].

In accordance with company policy and local labor laws, you are entitled to [mention any severance package, unused vacation days, etc.]. Please be informed that your final paycheck will be processed by [final paycheck date].

We appreciate the contributions you have made during your time with us, and we wish you the best in your future endeavors. If you have any questions or require further clarification regarding this matter, please do not hesitate to contact [HR Contact Name] at [HR Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]