

# Employment Termination Steps

Dear [Employee's Name],

This letter serves as a formal notice regarding the conclusion of your employment with [Company Name]. Below are the steps we will follow to ensure a smooth transition:

1. **Notification:** You will receive this formal letter notifying you of your employment termination.
2. **Final Pay:** Your final paycheck will be calculated and provided to you on your last working day.
3. **Return of Company Property:** Please return any company property, including [list items such as keys, equipment, documents], by [return date].
4. **Exit Interview:** An exit interview will be scheduled for you to discuss your experience and provide feedback.
5. **Benefits Information:** Information regarding your benefits and options for continuation will be provided to you.
6. **Reference Checks:** Should you require a reference, please let us know how we can assist you.

Thank you for your contributions while employed at [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]