

Termination Process Overview

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Termination Process Overview

Dear [Employee's Name],

This letter serves as an overview of the termination process that will be followed regarding your employment with [Company Name]. The details provided below outline the necessary steps and what you can expect throughout this process.

1. Notification of Termination

You will receive formal notification regarding the termination of your employment, including the reasons for this decision.

2. Final Paycheck

Information regarding your final paycheck, including outstanding wages and any applicable deductions, will be communicated.

3. Return of Company Property

You will need to return all company property, including keys, equipment, and documents, by [insert date].

4. Exit Interview

An exit interview will be scheduled to discuss your experience with [Company Name] and gather feedback.

5. Benefits and References

We will provide information about your benefits, including final contributions and options moving forward. You may request references at this time as well.

We appreciate your contributions during your time at [Company Name] and wish you the best in your future endeavors. Please do not hesitate to reach out if you have questions about this process.

Sincerely,

[Your Name]
[Your Position]
[Company Name]