

Employment Termination Notice

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision is based on [reason for termination, e.g., company policy violations, performance issues, etc.].

As part of your termination, you will receive a severance package that includes the following:

- Severance Pay: [Amount] based on [details of calculation, e.g., weeks of pay per year of service]
- Continuation of Health Benefits: [Duration of benefits]
- Unused Vacation/PTO Compensation: [Amount]

Please return all company property by [return date]. You are encouraged to contact [HR representative's name and contact information] if you have questions regarding your severance package or any other matters related to your termination.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]