

Employee Contract Termination Letter

[Your Company Name]

[Your 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 [Your Company Name] will be terminated effective [Last Working Day, e.g., MM/DD/YYYY]. This decision comes after careful consideration and is based on [reason for termination, e.g., performance issues, company restructuring, etc.].

Please return any company property in your possession by your last working day. You will receive your final paycheck, including any unused vacation days, in accordance with company policy.

If you have any questions regarding this process or your benefits, please feel free to reach out to [HR Contact Name] at [HR Contact Email/Phone].

We appreciate your contributions to [Your Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]