

Early Employment Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notice of the early termination of your employment with [Company Name], effective [Last Working Day, e.g., MM/DD/YYYY].

The decision for early termination has been made due to [brief reason for termination, e.g., performance issues, restructuring, etc.]. Please be advised that this decision was not taken lightly and was made after careful consideration.

You are requested to return all company property, including keys, documents, and equipment, by your last working day. Your final paycheck, including any accrued leave, will be processed and mailed to your address.

If you have any questions regarding your termination or the transition process, please feel free to contact [HR representative's name] at [HR representative's phone number] or [HR representative's email].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]