

Termination of Employment

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to inform you that your employment with [Company Name] will be terminated effective [Termination Date], as per the terms of your contract.

We would like to take this opportunity to thank you for your contributions during your time with us. Your efforts and dedication have been appreciated.

Please return any company property and settle any outstanding matters before your final day of employment. You will receive your final paycheck, including any accrued vacation time, on your last working day.

If you have any questions regarding this termination or any remaining matters, feel free to contact [HR Contact Name] at [HR Contact Number].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]