

# Employee Termination Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Termination of Employment

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision was made after careful consideration and is based on [brief explanation of the reason, if applicable].

Your final paycheck, including any outstanding vacation or paid time off, will be processed and sent to you by [insert date]. Please return any company property, including [list any specific items], by [insert date].

If you have any questions regarding your severance or benefits, please do not hesitate to reach out to [HR contact or your manager's name] at [contact information].

We appreciate your contributions to the team and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]