

Termination Notice

Date: [Insert 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 recent changes to the company policy that affect your current position.

We appreciate your contributions during your time with us and want to ensure a smooth transition for you. You will receive your final paycheck, including any accrued vacation days, by [Final Pay Date].

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]