

Termination of Employment Agreement

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 [brief explanation of reason for termination].

Please return all company property by your last working day, including [list of company property]. Your final paycheck will be processed and will include any accrued vacation days, if applicable.

If you have any questions regarding your benefits or the termination process, please contact [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]