

# Termination of Employment 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 [Last Working Day, e.g., two weeks from now]. This decision was made after careful consideration, and it is in accordance with our company policies.

Your final paycheck, including any accrued vacation and benefits, will be provided to you on your last day of work. Please ensure that all company property is returned prior to your departure.

If you have any questions regarding your termination or your final paycheck, please do not hesitate to reach out to [HR Contact Name] at [HR Contact Phone Number] or [HR Contact Email].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]