

Amicable Termination of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We hope this letter finds you well. We would like to take this opportunity to express our gratitude for your contributions during your time with [Company Name]. After careful consideration, we have mutually agreed to terminate your employment, effective [Last Working Day].

This decision is based on [brief reason if applicable, e.g., personal circumstances, career changes, etc.]. We believe this decision is in the best interest of both you and the company.

Your final paycheck will include all earned wages, including any remaining vacation days. Please ensure that all company property is returned by your last working day.

We wish you all the best in your future endeavors and hope to keep in touch.

Thank you once again for your service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]