

Employee Termination Resignation Advice

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

From: [Manager Name]

Subject: Termination of Employment

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision has not come lightly and is the result of [brief reason for termination, e.g., company restructuring, performance issues].

We advise you to consider your options regarding your future employment. You may wish to begin searching for new job opportunities immediately. We recommend utilizing local and online job resources, networking, and updating your resume.

Please note that you will receive your final paycheck, including any accrued vacation pay, by [Payment Date]. We encourage you to reach out to our HR department should you have questions regarding your benefits or the transition process.

Thank you for your contributions during your time with us. We wish you the best for your future endeavors.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]