

# Employment Termination Process Overview

Dear [Employee's Name],

This letter serves as a formal overview of the employment termination process that will be implemented following our recent discussions regarding your employment with [Company Name].

## Overview of the Termination Process

1. **Notification:** You will receive a formal notification regarding the termination of your employment.
2. **Final Paycheck:** You will be provided with information about your final paycheck, including any accrued vacation and benefits.
3. **Exit Interview:** An exit interview will be scheduled to discuss your experience and the reasons for termination.
4. **Return of Company Property:** Arrangements will be made for you to return any company property.
5. **Benefits and References:** Information regarding your benefits and a reference process will be provided.

We appreciate your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]