

# Employee Termination Notice

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Employee Position]

Restaurant Name: [Insert Restaurant Name]

Dear [Employee Name],

We regret to inform you that your employment at [Restaurant Name] is being terminated effective immediately, as of [Insert Termination Date]. This decision has been made due to [insert reason, e.g., performance issues, violation of company policy, etc.].

Please return any company property you may have, including uniforms, keys, or equipment, by [insert deadline date]. Your final paycheck will be provided to you, including any owed wages and accrued vacation time.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Restaurant Name]