

Termination Letter

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 [Insert Termination Date]. This decision has been made after careful consideration and due to [briefly state the reason for termination, e.g., performance issues, violation of policies, etc.].

Please arrange to return any company property, including uniforms and kitchen tools, by your last working day. You will receive your final paycheck on [Insert Payment Date], which will include compensation for any unused vacation days, if applicable.

If you have any questions regarding your benefits or final paycheck, please feel free to reach out to [HR contact name] at [HR contact email or phone number].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]