

Termination Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision has been made after careful consideration and follows our recent discussions regarding your performance and conduct within the culinary team.

While we appreciate your efforts during your time with us, we believe that this decision is in the best interest of the team and the company. We will ensure that all your final payments, including any outstanding wages and accrued leave, are processed promptly.

Please contact [HR Contact Name] at [HR Contact Phone/Email] to discuss the return of any company property and to address any questions you may have regarding your final arrangements.

We wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]