Employee Termination Letter Sample PDF

**[Company Name]
[Company Logo]
[Company Address]
[City, State, Zip]
[Date]**

**To:
[Employee’s Name]
[Position]
[Employee’s Address]
[City, State, Zip]**

**Subject: Termination of Employment**

**Dear [Employee’s Name],**

After careful consideration, we regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date], due to [reason for termination, e.g., redundancy, performance issues, etc.].

**Settlement Details:**
Your final paycheck, including any outstanding wages and accrued leave, will be available on [Date]. Further details regarding your benefits and any additional entitlements will be communicated separately.

**Return of Property:**
Please return all company property, including [specify items], no later than [Date].

**Obligations Post-Termination:**
We remind you of your post-termination obligations, particularly regarding confidentiality and non-competition, as outlined in your employment contract.

**Support and Further Information:**
For further details or support regarding this termination, please feel free to contact [HR Contact Name] at [HR Contact Information].

**Appreciation for Your Service:**
We sincerely appreciate the time and effort you have contributed to [Company Name] and wish you the best in your future endeavors.

**Sincerely,**

**[Your Name]
[Your Job Title]
[Company Name]
[Your Email]
[Your Phone Number]**