

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]