horizontal line

Employee Termination Letter to Employee

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

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

**Subject: Notice of Employment Termination**

**Dear [Employee’s Name],**

We are writing to inform you that your employment with [Company Name] as a [Employee’s Job Title] will be terminated, effective [Termination Date].

**Reason for Termination:**  
The decision to terminate your employment has been made due to [reason for termination]. This decision comes after [mention any previous warnings, meetings, or performance reviews related to the termination reason, if applicable].

**Final Settlement:**  
Your final paycheck will be issued on [Date], which will include all outstanding earnings and any accrued leave entitlements, in accordance with state law and company policy.

**Company Property:**  
Please ensure that all company property in your possession is returned by your last working day. This includes items such as [list relevant items].

**Confidentiality Reminder:**We remind you of your legal obligations regarding confidentiality and non-disclosure of company information.

**Further Assistance:**  
For any questions regarding this termination or any assistance you may need, please contact [HR Contact Name] at [HR Contact Information].

**Acknowledgment:**  
We appreciate your efforts during your tenure with us and wish you success in your future endeavors.

**Sincerely,**

**[Your Name]  
[Your Position]  
[Company Name]  
[Your Contact Information]**