



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]