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# Employee Termination Letter Sample PDF

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**Date:** [Insert Date]

**To:** [Employee's Name]

**Address:** [Employee's Address]

**City, State, Zip:** [City, State, Zip]

**Subject:** Official Notice of Employment Termination

**Dear [Employee's Name],**

We hope this letter finds you well. We would like to express our appreciation for your contributions to [Company's Name] over the [duration] of your employment. Your efforts and dedication have been valuable to the team and the company's objectives.

However, after extensive deliberation and consideration of the company's current direction and needs, we have made the difficult decision to terminate your employment, effective immediately, as of [Date]. This decision comes after a thorough review of company requirements, performance metrics, and strategic objectives. Please understand that this decision was not made lightly and involved careful consideration of many factors.

**Reasons for Termination:**

[Detailed explanation of the reasons behind the termination, ensuring clarity and professionalism.]

**Next Steps:**

- Return of Company Property: You are required to return all company property, including any electronic devices, keys, and documents, by [Date].
- Final Paycheck: Your final paycheck, including accrued leave and any other entitlements, will be processed and available on [Last Working Day]. Details regarding any additional benefits or severance packages, as applicable, will be provided separately.
- Exit Interview: We encourage you to participate in an exit interview to provide feedback on your time with us. This is scheduled for [Date], and further details will be sent to you.

**Support and Assistance:**

We understand that this transition can be challenging. [Company's Name] is committed to offering support during this time, including providing references and assistance in your job search, if desired.

**Acknowledgment:**

Please acknowledge receipt of this letter and the terms outlined by signing and returning the attached copy.

We sincerely thank you for your time with [Company's Name] and wish you all the best in your future endeavors.

**Sincerely,**

**[Your Name]**

**[Your Position]**

**[Company's Name]**