

Employment Termination Letter Template

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

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

Subject: Termination of Employment

Dear [Employee's Name],

After thorough consideration and review, we regret to inform you that your employment with [Company's Name] will be terminated, effective [Date]. This decision, reached through careful analysis of company needs and performance metrics, is part of our commitment to maintaining the highest standards of excellence and efficiency within our team.

Overview of Decision:

This termination is being made in accordance with company policy and performance standards. Despite efforts and interventions, including performance reviews and support, it has been determined that the objectives and expectations of your role have not been met consistently.

Details of Termination:

- **Notice Period:** Your last working day will be [Date], in line with our company policy on notice periods.
- **Final Remuneration:** You will receive a final paycheck that includes payment for all worked hours up to your termination date, in addition to any accrued benefits. This will be processed on your final working day.

- **Company Property:** Please return any company property, such as laptops, phones, and ID badges, by your last working day.

Further Assistance:

- **Support Services:** We understand the challenges of this transition. [Company's Name] will provide [details of any support services, like counseling or job search assistance].
- **References:** Should you require a reference for future employment, we are willing to provide a statement of employment outlining your role and the duration of your tenure with us.

Closing Remarks:

We want to thank you for your efforts and contributions to [Company's Name]. Your professionalism and work have been appreciated, and we wish you success in your future career endeavors.

Please direct any questions you may have regarding this termination or your final employment details to [HR Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company's Name]