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**Sample Termination Letter Without Cause**

**Dear [Employee Name],**

Please be advised that your employment with [Company Name] will be terminated, effective [Date]. This termination is without cause, as is allowed within the terms of your employment agreement and our company policies.

**Termination and Severance Details**  
[Here, detail any severance package, including how it was calculated, as well as final paycheck and benefits information.]

**Company Property and Confidentiality**  
[Include instructions for returning company property and remind the employee of any ongoing confidentiality obligations.]

We appreciate your contributions during your time with us and wish you the best in your future career endeavors.

**Sincerely,**

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