

**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]**