
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]