
Sample Termination Letter Without Cause

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

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

Subject: Notice of Employment Termination

Dear [Employee's Name],

It is with a heavy heart that we must inform you of our decision to terminate your employment with [Company's Name], effective [Date], due to organizational changes that have necessitated workforce reductions. This decision is not reflective of your job performance, which has met the company's expectations.

Context and Explanation:

As part of our ongoing efforts to streamline operations and improve efficiency, [Company's Name] has conducted a thorough review of its organizational structure and resources. Unfortunately, this review has led to the difficult decision to reduce our workforce, and your position has been identified as one that will be eliminated.

Financial and Administrative Details:

- **Severance Package:** In recognition of your contributions, we are offering a severance package that includes [details of the severance package], subject to the terms and conditions outlined in the severance agreement.
- **Final Paycheck:** Your final paycheck, including compensation for accrued leave and any other owed amounts, will be provided on your last working day.

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- **Benefits Continuation:** Information regarding the continuation of your health benefits will be provided to you separately.

Support for Your Transition:

- **Outplacement Services:** [Company's Name] will provide access to outplacement services to assist you in your job search.
- **Reference Letter:** Upon request, we are also prepared to provide a letter of reference that highlights your contributions and skills.

Next Steps:

Please arrange to return all company property, including electronic devices, keys, and any other materials, by [Date]. Additionally, you are scheduled for an exit interview on [Date], which will provide an opportunity for feedback and questions.

Acknowledgment:

We request that you sign and return the attached acknowledgment form to confirm your understanding of the terms outlined in this letter.

We sincerely regret the necessity of this decision and wish to express our gratitude for your dedication and hard work during your tenure with [Company's Name]. We wish you all the best in your future endeavors and are confident in your potential to succeed in your next role.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]