

# Contract Termination Letter to Employee

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

**Subject:** Termination of Employment Contract

Dear [Employee's Name],

This letter serves as formal notice that your employment with [Company Name] will end effective [Termination Date]. The decision to terminate your employment was made after careful consideration and based on [specific reasons, e.g., performance issues, redundancy, or business restructuring].

As per the terms of your employment contract, you will receive the following:

1. **Final Salary Payment:** Your last paycheck, covering work until [Termination Date], will be processed on [Payment Date].
2. **Severance Pay (if applicable):** Details of severance, if eligible, will be included in your final settlement.
3. **Benefits Termination:** Your benefits, including health insurance, will end on [Benefit Termination Date].
4. **Return of Company Property:** Please return any company property, such as [list items], by [specific date].

We request that you schedule an exit interview to discuss your final details and feedback. You may contact [HR Contact Name] at [HR Contact Information] for further assistance.

We appreciate your contributions to the company and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]