

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision was not made lightly and follows [brief reason for termination, e.g., performance issues, company restructuring, etc.].

Please note the following details regarding your termination:

1. ****Final Pay****: Your final paycheck, which includes payment for all accrued vacation days and any unpaid wages, will be issued on [Final Pay Date].
2. ****Benefits****: Your healthcare and other benefits will continue until [mention duration]. Please refer to the attached document for information on your benefits and options post-termination.
3. ****Return of Company Property****: Please return any company property, including [list items, e.g., keys, laptops, ID badges], by [return date].
4. ****Confidentiality Agreement****: As per your employment agreement, you are reminded of the confidentiality obligations that remain in effect post-employment.

We encourage you to reach out to [HR Contact Name] at [HR Contact Information] should you have any questions regarding the termination process or your final compensation.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]

[Enclosure: Breakdown of Final Pay and Benefits]