

[Your Company 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].

1. ****Reason for Termination****

- Clearly state the reason for termination (e.g., performance issues, violation of company policy, restructuring).

2. ****Final Pay and Benefits****

- Outline details regarding final paycheck, including payment for unused vacation or sick days.

- Provide information on health insurance coverage and any effects on benefits.

3. ****Return of Company Property****

- Specify any items that need to be returned (e.g., keys, electronic devices, company documents).

4. ****Exit Interview****

- Mention whether an exit interview will be conducted and the purpose of it.

5. ****Confidentiality and Non-Disclosure****

- Remind the employee of any confidentiality agreements in place that will continue after termination.

6. ****Contact Information****

- Provide contact information for a company representative (HR) if the employee has questions.

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Company Address]