

****Employee Termination Letter Template****

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

1. ****Introduction****

- State the purpose of the letter.
- Mention the position of the employee.

2. ****Reason for Termination****

- Clearly outline the reasons for termination.
- Reference previous discussions or warnings if applicable.

3. ****Effective Date****

- Specify the effective date of termination.

4. ****Final Pay and Benefits****

- Explain the details regarding final paycheck.
- Mention the status of benefits and any severance if applicable.

5. ****Return of Company Property****

- Provide instructions for returning any company property.

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

- Offer contact details for any questions regarding the termination or final pay.

7. ****Closing****

- Thank the employee for their contributions.
- Wish them well in their future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Additional Notes, if any]