

[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 is the result of [brief explanation of reason, e.g., performance issues, company restructuring, etc.].

Please be advised of the following details regarding your termination:

1. ****Final Pay:**** You will receive your final paycheck, which will include payment for all work performed up to your termination date, plus any accrued vacation days.
2. ****Benefits:**** Your health insurance and other benefits will [explain what will happen to the benefits, e.g., end on the termination date, continue until a specific date, etc.].
3. ****Return of Company Property:**** Please return all company property including [list items such as keys, ID badges, laptops, etc.] by [return date].
4. ****Exit Interview:**** We invite you to participate in an exit interview on [date] at [time], where you can provide feedback about your experience at [Company Name].
5. ****Confidentiality Agreement:**** Please remember that you are bound by the confidentiality agreement signed upon your hire, which continues to be in effect after your employment ends.

We appreciate your contributions to [Company Name] and wish you the best in your future endeavors. If you have any questions regarding this termination or your final pay, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]