

Termination Letter Format

[Your Company's Name]
[Company's Address]
[City, State, ZIP Code]

[Date]

[Employee's Name]
[Employee's Position]
[Department]
[Employee's Address]
[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Termination of Employment

This letter is to formally notify you that your employment with [Your Company's Name] will be terminated effective [Last Working Day, e.g., August 31, 2024].

The reason(s) for your termination is/are as follows:

- [List specific reasons for termination, e.g., performance issues, violation of company policy, redundancy, etc.]

We have reviewed your case thoroughly, and this decision is final. We ask that you return any company property in your possession, including but not limited to [List items, e.g., keys, company ID, laptop, etc.], no later than your last working day.

Please note that you are entitled to [List any entitlements, e.g., final paycheck, severance pay, unused vacation pay, etc.]. Your final paycheck, including any accrued but unused vacation days, will be provided to you on [Date of final payment] via [Method of payment, e.g., direct deposit, check, etc.].

We also request that you keep any confidential company information you have obtained during your employment secure and not disclose it to any third parties. Your obligation to maintain confidentiality continues after your employment with us has ended.

If you have any questions or need further information, please feel free to contact [HR Contact Name] at [HR Contact Phone Number or Email Address].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Your Company's Name]
[Your Signature (if printed)]