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[Your Company's Logo or Letterhead]

[Date]

[Employee's Full Name]

[Employee's Address]

[City, State, ZIP]

Termination Letter

Dear [Employee's Full Name],

We regret to inform you that your employment with [Your Company's Name] is being terminated, effective [Termination Date]. This decision has been made after a thorough review and consideration of various factors.

Termination Details:

* Employee Name: [Employee's Full Name]
* Employee ID: [Employee ID]
* Position: [Employee's Position]
* Department: [Department]
* Date of Employment: [Date of Employment]
* Termination Date: [Termination Date]

Reason for Termination: The decision to terminate your employment is based on the following reason(s):

[Provide a clear and concise explanation of the reasons for the termination. Be objective and specific, referring to any previous discussions, performance evaluations, warnings, or policy violations as applicable.]

Notice Period and Final Compensation: As per our company policies, the notice period for termination is [X] days. You will be paid for this notice period, calculated from [Termination Date] to [Last Working Day], inclusive. In addition, you will receive any accrued and unused vacation days, as well as any other benefits or compensation owed to you up to the date of termination. A detailed breakdown of your final compensation will be provided in a separate document.

Return of Company Property: Prior to your last working day, you are required to return all company property, including but not limited to keys, access cards, laptops, mobile devices, documents, and any other equipment or materials belonging to [Your Company's Name]. Please make arrangements with [HR/Manager's Name] to facilitate the return of these items.

Outstanding Obligations: Please be aware that you are bound by any confidentiality, non-disclosure, and non-compete agreements that you have signed during your employment with [Your Company's Name]. We expect you to continue to honor these obligations even after the termination of your employment.

Post-Termination Benefits: Upon termination, you may be eligible for certain benefits as mandated by law, such as continuation of health insurance coverage under COBRA (Consolidated Omnibus Budget Reconciliation Act). Detailed information regarding post-employment benefits and procedures will be provided to you separately.

Exit Process: We kindly request that you schedule an exit interview with [HR/Manager's Name] to discuss the necessary administrative procedures, return of company property, and to address any questions or concerns you may have regarding your termination and its implications.

We understand that this news may be difficult to receive, and we want to assure you that we appreciate the contributions you have made during your employment with us. We wish you all the best in your future endeavors.

If you have any further questions or require additional information, please do not hesitate to contact [HR/Manager's Name] at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]