[A number seven and a black background

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[Your Company's Logo or Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[Employee's City, State, ZIP]

Termination Letter

Dear [Employee's Name],

I regret to inform you that your employment with [Your Company's Name] is terminated effective [Termination Date]. This decision was made after careful consideration of the circumstances surrounding your employment and is based on the following reasons:

1. Reason for Termination: [Provide a clear and concise explanation of the specific reason(s) for termination, such as poor performance, violation of company policies, misconduct, redundancy, or any other relevant grounds for termination.]
2. Performance or Behavior Feedback: [If applicable, briefly summarize any documented instances of performance or behavior issues, previous warnings or counseling sessions provided to the employee, and the impact of their actions on the company.]
3. Termination Meeting: We held a termination meeting on [Termination Meeting Date] to discuss the reasons for termination and allow you an opportunity to provide any further information or respond to the concerns raised. During this meeting, you were provided with the opportunity to present your perspective and ask questions.
4. Notice Period: Your employment will be terminated with [notice period] notice as per your employment agreement. You will be paid for the notice period in accordance with applicable employment laws and regulations.
5. Final Payments and Benefits: [Specify any outstanding payments, such as salary, unused vacation days, or reimbursements, that will be paid to the employee. Also, provide information regarding the continuation or termination of benefits, if applicable.]
6. Return of Company Property: Please ensure that all company property, including but not limited to keys, access cards, electronic devices, documents, and any other materials in your possession belonging to [Your Company's Name], are returned by [Return Deadline]. This includes any confidential or proprietary information obtained during the course of your employment.
7. Confidentiality and Non-Disclosure Obligations: We remind you of your continuing obligations regarding the protection of confidential and proprietary information acquired during your employment with [Your Company's Name]. You are expected to maintain strict confidentiality even after the termination of your employment.
8. References: [If applicable, mention the company's policy on providing references for terminated employees. Clarify whether the company will provide neutral references or if the employee should direct future employers to the HR department.]

We understand that this decision may come as a disappointment. However, we believe it is in the best interest of both parties to proceed with this termination. We encourage you to seek new opportunities and wish you success in your future endeavors.

If you have any questions or require further clarification regarding the termination process, please do not hesitate to contact [Contact Person/Department] at [Contact Information].

Yours sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]