

Termination of Employment Letter Template

NOTE:

This template has been put together as a guide. Please ensure you customize and include any relevant legal requirements for your region.

[Company Name]

[Company Address]

[City, Postal Code]

[Phone Number]

[Email Address]

[Date]

[Employee's Name]

[Employee's Address]

[City, Postal 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 has been made following careful consideration due to [reason for termination: business restructuring, financial adjustments, performance concerns, etc.].

We understand that this news may be challenging, and we want to express our gratitude for the contributions you have made during your time with us. [Optional: If applicable, include specific achievements or contributions.]

Please take note of the following details regarding your termination:

Final Pay: You will receive your final paycheck, which will include payment for any outstanding salary, unused leave, or other amounts owed. This will be issued to you on [Date], or in accordance with local requirements.

Benefits: Your benefits, including [health insurance, pension contributions, etc.], will end on [Date]. If applicable, you will receive information regarding the continuation of your benefits through [local programs or continuation options].

Return of Company Property: Please return any company property, including keys, devices, documents, or other materials, by [Return Date]. You can coordinate the return with [HR Contact Name or Department].

Exit Interview: If you would like to provide feedback or discuss your experience with [Company Name], we would be happy to schedule an exit interview on [Date]. Please let us know if you are interested.

Severance: If applicable, you will receive severance pay based on your length of service and the terms outlined in your contract or local labour laws. A separate document detailing the severance package will be provided to you.

We truly appreciate the efforts you've put in during your time with us, and we wish you the best in your future endeavors. If you have any questions or require further assistance during the transition, please feel free to contact [HR Contact Name or Department] at [HR Contact Email/Phone].

Thank you again for your time with [Company Name].

Best regards,
[Your Name]
[Your Job Title]
[Company Name]
[Phone Number]
[Email Address]

NOTE:

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