

Termination letter - Template

(Company Name)
(Company Address)

Dear [NAME],

With regret, we inform you that your employment with [Company name] is being discontinued, effective [DATE]. Your termination is the consequence of:

Explanation 1 (add an explanation if any)

Explanation 2 (add an explanation if any)

Kindly return any company property that is in your possession. A delay or failure in doing so would cause a delay in the issuance of your final paycheck.

Any severance payments will be made according to the policies of the organization (add company name).

If you are entitled to any remaining paid leaves, they will get calculated and paid under the company (add company name) policies. If you have any questions or concerns, you can contact the HR department.

Sincerely,
(Name)
(Title)
(Signature)