

Letter of Termination For {Cause}

[Date]

Dear [Employee Name],

This letter confirms our discussion today informing you that your employment with [Company Name] is terminated effective immediately due to [reason for termination].

[Insert details regarding coaching, warnings and other related documentation].

Your final paycheck will be provided to you on [date].

Your health insurance benefits will continue through [date]. Your rights to continue coverage under COBRA will be provided to you by mail from [insert info].

You can contact [Retirement Company Name] at [phone number] regarding your retirement plan distribution options.

[Name] will be in contact with you about the return of your company laptop.

Should you have further questions, please contact me directly at [phone number] or [email].

Sincerely,

[Name]

[Title]