# Termination letter

Dear <<*employee\_name*>>,

I’m sorry to inform you that as of <<*termination\_date*>>, you’ll be no longer employed with <<*company\_name*>>. As discussed, we think this is the best decision, because of <<termination\_reason>>. [*This is the final step in our disciplinary process/ a decision we made after the end of your Performance Improvement Plan launched on \_date\_.*]

From <<*termination\_date*>> on, you won’t be eligible for any compensation or benefits associated with your position. Please return [*company property that must be returned*] before [*date*] to the Human Resources office.

You are entitled to your salary up until <<*termination\_date*>> and we’ll also compensate you for your remaining vacation days. We’ll also provide severance pay that will amount to [*amount*]. [*You’ll receive a separate letter with the complete details of compensation or other related information you’re entitled to receive from us*.]

Please keep in mind that you have signed a non-compete, [non-solicitation](http://www.contractstandards.com/clauses/non-solicitation) and non-disclosure agreement. If you have any information about our customers, employees or other stakeholders stored on paper or on your personal devices, you must delete it immediately.

If you have questions or clarifications, I’m at your disposal for up to [*five*] working days after your last day of employment.

We wish you best of luck.

[*Your name and signature*]