**Employee Termination Email**

| Subject: Termination of Employment  Dear [Employee Name],  This letter officially confirms the termination of your employment for the position of [Job Title] effective immediately (or add date). The reasons for your dismissal include:   * Reason 1 * Reason 2 * Reason 3   If you have access to any company property, we request you to return it to the organization by today EOD(or add date). The issuance of your full and final settlement would be delayed if you fail to return all the company property and accounts by the above mentioned date.  Any severance payments would be paid to you as per the company's policies. If you have any paid leaves remaining, we will pay the amount according to the company policy.  If in case you have any concerns or queries, you can directly reach out to the HR department.  Sincerely, Your Name  Signature |
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