Sample Letter of Termination

Date

Mr. John Sanchez

20507 Valley Rd.

Cedar Bluffs, NE 68015

Dear John,

This letter confirms our discussion today that your employment with Sealy Company is terminated for cause, effective immediately.

Your employment, as discussed during the termination meeting, is terminated because you committed company personnel and resources to a client after being told by both your manager and your department head, that the company would not provide these resources nor seek a relationship with that potential client.

Your subsequent commitment of resources, after being told explicitly not to commit the resources, was a gross violation of company policy and our [code of conduct](https://www.thebalance.com/code-of-conduct-1918088).

In attempting to cover up your commitment, you tried to involve several other employees in your deception. This is behavior that cannot be countenanced and it also violates our code of conduct.

Payment for your accrued [PTO](https://www.thebalance.com/paid-time-off-policy-pto-1918232) will be included in your final [paycheck](https://www.thebalance.com/what-is-a-paycheck-1918222)\* which you will receive on our regular payday, Friday. We can mail your final paycheck to your home or you can make arrangements with your supervisor to pick it up.

You can expect a separate benefits status letter that will outline the status of your benefits upon termination. The letter will include information about your eligibility for [Consolidated Omnibus Budget Reconciliation Act](https://www.thebalance.com/cobra-consolidated-omnibus-budget-reconciliation-act-2061945) ([COBRA](https://www.thebalance.com/cobra-regulations-for-human-resources-to-know-1918084)) continuation of group health coverage.

We have received from your security swipe card, your office keys, and the company owned laptop and cell phone at the termination meeting.

You will need to keep the company informed of your contact information so that we are able to provide ​the information you may need in the future such as your W-2 form.

Please let us know if we can assist you during your transition.

Regards,

Name of Manager or Company Owner

\*Please note that laws regarding the final paycheck may vary from state to state and country to country.

**Disclaimer:**Please note that Susan makes every effort to offer accurate, common-sense, ethical Human Resources management, employer, and workplace advice on this website, but she is not an attorney, and the content on the site is not to be construed as legal advice.

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