

TERMINATION LETTER

Dear _____,

This letter is to inform you that your employment contractual agreement has been terminated due to the following reasons

1. _____.
2. _____.
3. _____.
4. _____.
5. _____.

Whereas the company has decided that the date of terminating your employment contractual agreement will be on _____.

You are to expect your final compensation on _____ which will standardly be provided to you via the means of _____.

As a result, the company requests that you return the following items and belongings:

1. _____.
2. _____.
3. _____.
4. _____.
5. _____.

Nonetheless, you are reminded that you are still bound by the confidentiality agreements and terms and conditions that you signed along with the employment contract. Copies of such agreements are available for reviewal upon your request.

Furthermore, you are made known that your health benefits (full/partial) will remain in force for a period of _____ upon the date of signing this letter.

Please do not hesitate to contact us in case you require any further clarifications regarding this letter.

COMPANY

DATE
