TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Job Termination Letter

Dear **[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 **[INSERT REASON FOR TERMINATION]**. From **[TERMINATION DATE]** on, you won’t be eligible for any compensation or benefits associated with your position.

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 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 the best of luck.

Sincerely,