TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Termination Letter

**[Date]**

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 **[insert reason for termination].** **[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 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.

**[signature]**