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]**

Regretfully, as you have learned during our meeting with you earlier today, **[COMPANY NAME]** has taken the decision to terminate you. Your termination is effective two weeks from now, as of **[DATE]**.

As an employee who has been with **[COMPANY NAME]** for over two years, you will receive three weeks’ severance pay. ABC will also issue your final paycheck as scheduled on **[DATE]** ; the payroll department will send it to your home address, which we have on file. This check will also reflect any PTO you may have accrued. HR will be in touch with you to explain what you can expect in terms of benefits, including information about continuation of health coverage.

On **[DATE]** , please check in with HR to give in your employee identification, office key, and any other property the company has issued to you. At this time, we will also ask you to sign a release of claims document.

Please make sure to update your contact information with HR so that you do not miss any important documentation we may need to send you later.

We value the work you have done for **[COMPANY NAME]** and wish you success in your further endeavors.

Sincerely,