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]**

We regret to inform you that your employment with **[COMPANY NAME]** is being terminated, effective **[DATE TERMINATION IS EFFECTIVE]**. This decision cannot be changed.

We are terminating your employment for financial reasons. This action has nothing to do with your performance.

We kindly request that you return **[YOUR COMPANY LAP, MOBILE PHONE, AND KEY CARD]** by the end of the day today. You will receive your final paycheck and reimbursement for your **[AMOUNT]** days of unused vacation time once we have received these items.

Out of appreciation for your service, we would like to offer you a severance check in the amount of **[AMOUNT]**. You will receive your severance check upon signing and returning the enclosed release of claims document.

Your healthcare benefits will continue for the remainder of the calendar month. If you would like to continue to use our health plan through COBRA, please fill out the enclosed COBRA forms and return to HR within 60 days of the date your coverage is set to end.

Also, please keep in mind that you have signed  **[ANY AGREEMENTS THE EMPLOYEE HAS SIGNED, SUCH AS NON-DISCLOSURE OR NON-COMPETE]**. For your reference, we have enclosed a copy. We have also enclosed an exit interview form. Please fill it out to provide us with feedback about your time and experience with **[COMPANY NAME]** . We would be happy to meet with you at **[TIME]**  today to discuss your thoughts. If you have questions about this letter or your termination, please contact **[NAME AND CONTACT INFORMATION FOR HR MANAGER OR OTHER RESPONSIBLE PARTY].** We wish you well in your future career. If you would like, I would be happy to provide you with a reference letter to help you as you search for a new job.

Sincerely,