TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Employee Termination Letter

**[Date]**

Dear **[employee name],**

This letter is to inform you that your employment with **[company name]**  will end as of **[date termination is effective].**

You have been terminated for the following reason(s):

**[List factual reasons for termination].**

This decision is not reversible.

You will receive: **[List compensation they will receive, including pay for unused leave, severance pay, salary owed, etc].**

Your health care benefits will **[explanation of what will happen with their benefits].**

You are requested to return **[list all company property to be returned].**

Also, please keep in mind that you have signed **[list any agreements employee has signed, such as a confidentiality policy or a no solicitation agreement].**

If you have questions about policies you have signed, your compensation, benefits, or returning company property, please contact **[contact name, typically someone from HR, with contact info].**

Sincerely,

**[Name of person handling termination]**