TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Subject: termination letter

Mr. Peters,

This letter of termination of employment is to inform you that your employment with Pied Piper, Inc. will end as of October 29, 20XX. This decision is final and will not be modified.

You have been terminated for the following reasons:

Recent economic conditions have caused a significant downturn in sales, necessitating a 20 percent workforce reduction at Pied Piper. Unfortunately, your position is part of this reduction and has been eliminated.

You will receive your final paycheck after your last day, as well as payment for remaining leave. You will also receive a $15,000 severance payment provided the attached release of claims document is signed and returned.

Your health care benefits will remain in effect for 180 days after your termination takes effect.

You are requested to return the company vehicle, key card, and phone on your last day of employment.

Also, please keep in mind that you have signed a number of agreements which prohibit you from divulging confidential information. Please review the attached copies.

If you have questions about this letter please contact John Smith at 555-0600.

Yours,

**[Signature]**