**Employee Termination Letter Sample**

[Date Letter is drafted]

[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]