TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Employment Termination Letter

Dear Mr. Jones,

This letter is to inform you that your employment as an Account Executive in the Sales Department of The Manufacturing Plant will end as of September 20, 20XX. This decision is final.

You will receive your final check and payment for your remaining leave time today. Your health care benefits will remain active for the next 90 days.

We ask that you return your company ID and key card before the end of the day.

If you have any questions about your compensation, benefits, or this company’s policies, please contact Lisa Smith in Human Resources at **[Phone number]**.

Best Regards,

**[Printed name]**