**[Date]**

**[Sender’s name]**

**[Sender’s address]**

**[Employee’s name]**

**[Employee’s address]**

**[Employee’s name],**

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

We decided to terminate your employment with us because of the following reasons:

* [State the reasons for employment termination (for example poor performance, violating the company’s policies, inappropriate behavior, absenteeism, etc.)].
* [State the date od meetings where an employee has been warned of these problems or misconducts.]

You are entitled to your salary up until [termination date]. You will receive your final check on **[date].** We will also compensate you for your remaining vacation days.  We will also provide severance pay that will amount to **[amount].** Your health care benefits will remain active for [X] days after your termination takes effect.

Please return [company property that must be returned, such as company's phone, car, laptop, etc.] to the Human Resources office on your last day on the job [job termination date].

Also, please keep in mind that you have signed [non-compete / non-solicitation / non-disclosure agreement] so you are bound by obligations of confidentiality and obligations relating to any intellectual property to which you may have contributed while employed by the [company name].

If you have any questions or need any additional clarifications, I’m at your disposal.

Thank you for your time at our company and best of luck to you in the future.

Respectfully,

[Name]

[Title]

[Company name]

[Signature]