Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Employee**

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 and salary owed.)

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 non-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 information).

Sincerely,

Human Resource Manager,

Organization