**EMPLOYEE TERMINATION LETTER**

[EMPLOYER NAME]

[EMPLOYER BUSINESS ADDRESS]

[EMPLOYER BUSINESS CITY, STATE, ZIP CODE]

Date: [DATE]

[EMPLOYEE NAME]

[EMPLOYEE ADDRESS]

[EMPLOYEE CITY, STATE, ZIP CODE]

Dear [EMPLOYEE NAME],

This letter is to inform you that your position at [COMPANY] has been terminated as of [MM/DD/YYYY]. The reason for the termination is as follows: [PROVIDE REASONS FOR TERMINATION].

Your last day of work will be [MM/DD/YYYY], and you will receive your last paycheck no later than [MM/DD/YYYY].

Please review the following information regarding your termination:   
[PROVIDE DETAILS CONCERNING SEVERANCE, BENEFITS, UNCLAIMED VACATION DAYS, RETURN OF PROPERTY, ETC.].

Thank you for your contributions during your employment.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://www.esign.com/)

[Signature]

[EMPLOYER PRINTED NAME]

[Print Name]