

# EMPLOYEE TERMINATION LETTER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_,

This letter is to inform you that your position at \_\_\_\_\_ has been terminated as of \_\_\_\_\_. The reason for the termination is as follows:

Your last day of work will be \_\_\_\_\_, and you will receive your last paycheck no later than \_\_\_\_\_.

Please review the following information regarding your termination:

Thank you for your contributions during your employment.

Sincerely,

\_\_\_\_\_

[Signature]

\_\_\_\_\_

[Print Name]