## **Sample Termination Letter**

**[Company Letterhead]**

**Date: [Date]**

**[Employee Name] [Employee Address]**

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is being terminated, effective [Last Day of Employment].

Reason for Termination: [State the reason for termination in a clear and concise manner. Follow company policy regarding the level of detail.]

This decision was made after careful consideration [and, if applicable, following established company procedures/disciplinary action].

Final Payment and Benefits:

You will receive your final paycheck, including any accrued but unused vacation time and/or sick leave, on [Payout Date] through your regular payroll channel. Your health insurance benefits will terminate on your last day of employment, [Last Day of Employment].

Please refer to the company handbook or contact the Human Resources department for information regarding COBRA continuation options for your health insurance.

Company Property:

Please return all company property, including your ID card, laptop, and any other company-issued equipment, to the HR department by [Return Date].

We appreciate your contributions to [Company Name] during your time here. We wish you well in your future endeavors.

Sincerely,

**[HR Representative Name] Human Resources Department [Company Name]**

*Please note: This is a sample and the specific content of a termination letter may vary depending on company policy, local employment laws, and the reason for termination. It's important to consult with legal counsel to ensure compliance with all applicable regulations.*