

[Your Name]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]  
[Date]

[Recipient Name]  
[Street Address]  
[City, ST ZIP Code]

[Employee Name],

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, salary owed, etc].

Your health care benefits will [explanation of what will happen with their benefits].

You are requested to return [list all company property that is 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 info].

Sincerely,

[Your Name]  
[Title]

cc: [Manager's Name]