

[Company Name]
[Company Address Line 1]
[Company Address Line 2]

[Date]

[Employee Name]
[Employee Address Line 1]
[Employee Address Line 2]

Re: Termination of Employment

Dear [Employee Name],

This letter is to inform you that your employment with [Company Name] will be terminated effective [Termination Date].

As an at-will employee, your employment may be terminated by either you or the company at any time, with or without cause or advance notice.

Please return all company property, including keys, documents, and electronic devices, by your last working day. You will receive your final paycheck, including compensation for all accrued and unused paid time off as applicable, in accordance with state laws.

If you have questions regarding your final pay, benefits, or the return of company property, please contact [HR Contact Information].

We appreciate your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Company Name]

Signature