

Date: _____

Employee Name: _____
Employee Position: _____
Department: _____

Subject: Involuntary Termination Notice

Dear _____,

This letter is to inform you that your employment with _____ will be terminated effective _____.

The reason(s) for this action:

Your final paycheck, including any accrued and unused vacation pay (if applicable), will be provided to you in accordance with state and company policy.

Please return all company property, including keys, documents, equipment, and identification badges, no later than _____.

If you have any questions regarding your benefits or the termination process, please contact _____.

We appreciate your efforts during your tenure with us and wish you the best in your future endeavors.

Sincerely,

Title: _____