

## Termination of Employment Letter

[Date]

[Employee Name]

[Employee Address]

[Employee Phone]

[Employee Email]

Re: Letter of Termination

Dear [Name],

This notice is to formally inform you that your employment with [company name] will end as of [date].

We have terminated your employment due to the following reason(s):

[List detailed reasons and provide factual information]

You'll be paid until [date]. You'll also receive [list benefits they will receive]. All company documents, materials, equipment or any other company property you have access to must be returned to the office before [date].

If you have questions or concerns about the above, feel free to contact me.

You may appeal this decision by ensuring that we receive your complete written reasons before [deadline for the appeal].

Yours sincerely,

[Name]

[Title]

[Company]

[Contact Information]