

# Termination of Employment Letter Template

Complete the fields below to prepare the letter for printing.

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**Date:**

**To:**

Dear ,

This letter is to formally notify you that your employment with  is being terminated, effective .

This decision has been made due to .

Please return all company property, including , to  no later than .

Your final paycheck, which includes payment for hours worked through your final day and any accrued, unused paid time off, will be issued on . Your health insurance benefits will continue until , after which you will receive information regarding COBRA continuation coverage.

If you have any questions regarding your final compensation, benefits, or transition, please contact  at .

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

Sincerely,