

# EMPLOYEE TERMINATION LETTER

Date: [Date]

Name of Employee: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Employee Department: \_\_\_\_\_

Employee Position: \_\_\_\_\_

Dear \_\_\_\_\_,

## RE: TERMINATION OF EMPLOYMENT

We regret to inform you that, after careful consideration, the decision has been made to terminate your employment with [Company Name], effective [Termination Date]. This decision is made following

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Your service with [Company Name] has been appreciated, and we sincerely thank you for your contributions during your tenure with us. We wish you the best in your future endeavors.

You will be required to return all company property, including but not limited to [list of items to be returned.], by [Return Date].

Should you have any questions or require further clarification regarding this matter, please do not hesitate to contact [HR Contact Name] in the Human Resources Department.

We wish you all the best in your future endeavors.

Sincerely,

Signature of Employer \_\_\_\_\_ Name: \_\_\_\_\_