

Termination Notice

Date:

To:

Position:

Department:

Dear ,

This letter serves as formal notice of termination of your employment with , effective .

The reason for this decision:

Please return all company property, including keys, documents, and electronic equipment, by your last day of employment.

You will receive your final paycheck and any accrued benefits in compliance with company policy and applicable law.

If you have questions, contact at .

Sincerely,