

Statement of Forthcoming Termination

Date:

Employee Name:

Employee ID:

Position:

Department:

Notice of Termination

Dear ,

This letter is to formally notify you that your employment with our company will be terminated effective .

The reason for this forthcoming termination is as follows:

Please arrange for the return of all company property by the termination date and contact Human Resources regarding your final paycheck and benefits.

Should you have any questions or require further clarification, please contact at .

Sincerely,