

Insert Employer Name

Termination from Employment Letter

Dear (employee),

This letter is to confirm our conversation (today) regarding your termination from employment with (Company name). As discussed, your employment is being terminated effective today for the following reason(s) **(NOTE – keep the stated reasons for termination simple):**

Your final paycheck will be available for you to pick up on (date). If you would prefer to have it mailed, please provide us with this request in writing and provide your current mailing address.

(If applicable) – You currently have in your possession the following company property: keys, laptop, etc. Please return them to the company as soon as possible, however no later than (date).

Enclosed are your termination documents, including: (list forms).

(If applicable) - You are eligible to continue your health insurance benefits through COBRA. That information will be mailed to you separately.)

Sincerely,

Signature

Date

Print Name

Title