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[Your Company's Logo or Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP]

Termination Letter

Dear [Employee's Name],

We regret to inform you that, after careful consideration and review of your performance, we have made the difficult decision to terminate your employment with [Your Company's Name]. This decision is effective immediately.

Reason for Termination: We have taken this decision due to the following reason(s): [Provide a clear and concise explanation of the reasons for termination, such as poor performance, violation of company policies, misconduct, or any other relevant grounds]. We have documented instances of [specific incidents or performance issues] that demonstrate a failure to meet the expectations and standards required for your position.

Termination Details:

* Last Working Day: [Specify the employee's last working day, which should align with the effective date of termination].
* Compensation: You will be entitled to receive any outstanding wages and benefits owed to you up to the termination date, subject to applicable deductions and withholdings.
* Final Paycheck: Your final paycheck, inclusive of any accrued vacation or unused paid time off, will be provided to you according to the regular pay schedule or as required by law.
* Return of Company Property: Please return all company property, including [list of specific items to be returned, such as keys, access cards, laptops, uniforms, etc.], to the [Department/Person] by [date], ensuring that all items are returned in good condition.

Employee Benefits:

* COBRA: If applicable, you may be eligible to continue your healthcare coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Detailed information regarding COBRA continuation coverage and the necessary steps to enroll will be provided to you separately.
* Other Benefits: Any other benefits, such as retirement plans, stock options, or other applicable benefits, will be handled in accordance with the terms and conditions of those plans.

Confidentiality and Non-Disclosure: As a reminder, you are bound by the terms of any confidentiality and non-disclosure agreements you have signed during your employment with [Your Company's Name]. You are expected to continue respecting the confidentiality of company information even after the termination of your employment.

Return of Company Confidential Information: You are required to return all confidential and proprietary information belonging to [Your Company's Name]. This includes but is not limited to, documents, files, electronic data, customer information, and any other materials or information related to our business.

Outplacement Assistance: We understand that transitioning to a new employment situation can be challenging. As a gesture of goodwill, we are offering you [details of any outplacement assistance, such as career counseling, resume writing support, or job search resources] to support you during this transition period. Please contact [Designated Contact Person] for further details and assistance.

Conclusion: We appreciate the contributions you have made during your employment with [Your Company's Name] and wish you the best in your future endeavors. We trust that you will handle the termination process professionally and respectfully.

If you have any questions or require clarification regarding the termination or related matters, please do not hesitate to contact [Contact Person/Department] for assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]