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Sample Termination Letter General

Note: This sample is provided for information purposes only and may not be appropriate in all situations. Consult your attorney before providing written notice of termination.

[Date]

[Employee's full name with courtesy title]
[Street address or P.O. Box]
[City], [State] [Zip code]

[Courtesy title] [Last name]:

Your employment with [insert name of company] is terminated effective [state ['immediately' or insert effective date of termination].

[If you are required to give cause or feel that it would be appropriate to do so even if not required, mention reasons for the termination, such as that the position is being eliminated or that the company is downsizing. Keep any statements that you make objective and fact-based.]

Your final check will be issued on [insert date] and will include all wages earned [if any additional pay is due to the employee, such as payment for accrued, unused PTO or vacation time, specify that it will also be included in the final check]. Please contact [insert name] in the HR department at [insert phone number] or [email address] to discuss your benefits options.

Thank you for your service to [insert name of company].

Regards,

[Sign here]

[Name], [Title]