dd/MM/yyyy

**Termination Letter**

Dear [Employee Name],

We are sorry to inform you that as of [Termination date], you’ll be no longer employed with [Company name]. As discussed, we believe this is the best decision because of [reason for termination, e.g. ‘your work performance or discipline’].

From [Termination date] onwards, you won’t be eligible for any compensation or benefits associated with your position. Please return [Company assets that must be returned] by [Date] to [‘HR Manager / Assigned Manager’].

Your will receive your salary along with the final settlement on [Date].

Please remember that you [have signed /have to sign] [Mention any documents or agreements the employee has signed/ has to sign before leaving, such as confidentiality policy and nondisclosure agreements].

If you have any questions or clarifications regarding your compensation, benefits, company assets, or anything else, please feel free to contact me.

We wish you the best of luck.

Sincerely,

[HR person’s name]

[HR position]

[Company name]

[Contact Number]