

**Employee Termination Letter**

[COMPANY LETTERHEAD INFORMATION]

[Date]

**Personal & Confidential**

[Employee Name]

[Street Address]

[City, State, Zip Code]

Dear [Employee Name]:

I regret to inform you that your employment with \_\_\_\_\_ (the “Company”) is terminated effective as of \_\_\_\_\_ (the “Effective Date”). ❶

The reasons for your termination are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(Optional)

[We provided you with notice of your termination on \_\_\_\_\_ and specified that your final day of work with the Company would be \_\_\_\_\_]. ❷

Within \_\_\_\_\_ days of the Effective Date, you must repay all outstanding loans and return all Company documents and property to the Company. (Optional) [The following constitute the loans outstanding as of the Effective Date:

\_\_\_\_\_.]

[According to our records, the following Company property is in your possession:

\_\_\_\_\_.]

Please vacate the Company’s premises with all your personal belongings no later than \_\_\_\_\_. (Optional) [After this date, your access to these premises will be limited to the following:

\_\_\_\_\_.] ❸