[Date]

Dear [Employee Name],

This letter confirms our discussion today informing you that your employment with [Company Name] is terminated effective immediately due to [reason for termination].

[Insert details regarding coaching, warnings and other related documentation].

Your final paycheck will be provided to you on [date] and will include payment for unused, accrued vacation hours.

Your health insurance benefits will continue through [date]. Your rights to continue coverage under COBRA will be provided to you by mail from our plan administrator.

You can contact [retirement plan administrator] at [phone number] regarding your retirement plan distribution options.

The following [Company Name] property must be returned to human resources immediately:

[Type of property (cellphone, laptop, keys, etc.)]

Should you have further questions, please contact me directly at [phone number] or [e-mail].

Sincerely,

[Name]

[Job Title]