[DATE]

[EMPLOYEE NAME]

[EMPLOYEE ADDRESS]

Dear [EMPLOYEE NAME]:

As per our meeting with [IDENTIFY PARTIES] earlier today, this termination letter is to formally notify you that your employment with [COMPANY] will terminate effective as of [DATE] (“Termination Effective Date”), due to

\_\_\_ your failure to meet the terms of your employment agreement.

\_\_\_ your failure to perform at the level required for your job classification.

\_\_\_ your failure to abide by [COMPANY] policies and/or procedures.

\_\_\_ a change in business conditions such that your position is no longer required at [COMPANY].

Specifically, [IDENTIFY IN MORE SPECIFIC TERMS THE REASON FOR TERMINATION].

A severance package has been provided under separate cover, and the amounts specified therein are inclusive of any payments, statutory or otherwise, that may be owed to you in accordance with [COMPANY] policy or under applicable law, including accrued vacation.  This severance package is available for your review and acceptance at any time prior to [TIME] on [DATE].  The severance package will be void if not accepted prior to this time.

Please note that you are still under certain obligations as imposed by your employment agreement with [COMPANY].  Specifically, you must continue to ensure confidentiality with respect to information made available to you by [COMPANY] or through your employment by [COMPANY], and you must ensure proper transfer of intellectual property contributed while with [COMPANY].

Please find [COMPANY]’s Out-Processing Checklist attached. This checklist will be completed just prior to or on your last day of work. Please review the checklist and be prepared to return items in your possession to your supervisor, HR representative or other staff member who will be conducting your out-processing. This checklist is being provided as a guide to assist as you prepare for your last day of work.

Also attached is information regarding your current or continuous benefits coverage.  Please review this information in detail, and reach out to your HR representative with any questions.

If you have any questions concerning the information in this employment termination letter, please contact the undersigned directly via email or phone at [EMAIL ADDRESS] or [PHONE NUMBER].

Sincerely,

[EMPLOYER REP]

[TITLE]