

# Notice Of Termination

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Notice of Termination

Dear [Recipient's Name],

I regret to inform you that your employment with [Company Name] is terminated, effective [termination date]. This decision has been made after careful consideration and evaluation of various factors.

Reason for Termination:

[Explain the specific reason(s) for termination, such as poor performance, violation of company policies, misconduct, downsizing, or any other relevant reason. Be concise but provide enough information to make the reason clear.]

Termination Process:

- Your final paycheck, including any owed wages, accrued vacation days, or other applicable benefits, will be issued to you on [date].
- You are required to return any company property, documents, or materials in your possession on or before your last day of employment.

- [If applicable:] You will receive information regarding your health insurance coverage and any continuation options, as required by law.
- [If applicable:] You will also be provided with information about any applicable severance package, if applicable.

Exit Interview:

We request that you participate in an exit interview with [HR representative's name] on [date and time]. The purpose of this interview is to provide feedback, discuss any outstanding matters, and ensure a smooth transition.

Non-Disclosure and Non-Compete Obligations:

As a former employee of [Company Name], you are reminded of your ongoing obligations related to confidentiality, non-disclosure, and non-compete agreements, as outlined in your employment contract. Please review these provisions to ensure compliance even after the termination of your employment.

Final Acknowledgment:

Please sign and return a copy of this letter as a confirmation of receipt and understanding of the termination. If you have any questions or concerns, please feel free to contact me or the HR department.

We acknowledge your contributions during your tenure with [Company Name] and extend our best wishes for your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Signature (if a physical letter)]