

# Formal notice of employment termination

Subject: Notice of Employment Termination

Dear [Employee's Name],

This letter is to formally notify you that your employment with [Company Name] will be terminated effective [Date]. This decision comes after a careful review of your performance and compliance with company policies.

As outlined in your contract, you are entitled to [details of severance, benefits, or unused leave payout]. Please ensure that all company property, including [items], is returned to HR before your last working day.

We encourage you to reach out to HR if you have any questions regarding your final paycheck, benefits, or documentation.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Manager's Name]

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