

# Sample Termination Letter Without Cause

[Your Company's Letterhead]

[Date]

[Employee's Full Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

RE: Termination of Employment

We regret to inform you that your employment with [Your Company Name] will be terminated effective [termination date]. This decision is made without cause, and it is with a heavy heart that we must part ways.

We want to acknowledge your contributions and efforts during your time at [Your Company Name]. Your dedication and hard work have been appreciated, and we recognize the positive impact you have had on our team and the projects you have been involved in.

However, after careful consideration and evaluation of the company's current needs and restructuring plans, we have concluded that the position you hold will no longer be required moving forward. This decision is purely a business decision and should not be interpreted as a reflection of your performance or abilities.

In accordance with the terms of your employment contract, you will receive severance pay equivalent to [severance package details], which includes compensation for [number of weeks/months] in pay. Additionally, you will be eligible to continue your current health insurance benefits under the provisions of COBRA (Consolidated Omnibus Budget Reconciliation Act).

We understand that this news may be challenging to process, and we are committed to providing support during this transition period. Our HR department will be available to discuss the severance package, provide information about the continuation of benefits, and answer any questions you may have.

Please return all company property, including keys, documents, equipment, and any other items belonging to [Your Company Name], on or before your last day of employment.

We extend our best wishes for your future endeavors and hope that you find success and fulfillment in your next career chapter. If there is any way we can assist you during this transition, please do not hesitate to let us know.

Thank you for your service to [Your Company Name], and we genuinely appreciate the time we have worked together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]