

Termination At Will Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. It is with regret that I am writing to inform you that your employment with [Company Name] is terminated, effective immediately.

This decision is made under the employment-at-will doctrine, which allows either the employer or the employee to terminate the employment relationship without cause and without any prior notice.

Despite our previous efforts to address performance issues, it has become evident that continued employment is not in the best interest of the company.

Your termination includes all company benefits and compensation, up to the termination date, in accordance with the policies of the company. You will be provided with your final paycheck, which will include any accrued and unused vacation days.

We ask you to return all company property, including keys, equipment, documents, and any other materials, before your departure. If you have any company-related information on personal devices, we expect it to be deleted or handed over.

We understand that this decision may come as a surprise, and we are committed to assisting you

with the transition. The Human Resources department will be available to discuss any questions you may have about your final paycheck, benefits, or other matters related to your termination.

We appreciate the contributions you have made during your time at [Company Name], and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]