Casual Termination at Will Message

Subject: Employment Termination Notice

Hi [Employee Name],

We regret to inform you that your employment with [Company Name] will end on [Termination Date].

This decision is made under the terms of at-will employment.

Please ensure all company property is returned, and contact HR if you have any questions about

your final compensation.

Regards,

[HR Representative Name]

Get more templates here: https://www.lettersandtemplates.com/letters/termination-at-will-letter