

**Email subject line:** Termination Letter

Dear [Employee Name],

This letter is to notify you that your position as the [Job Title] with [Company Name] will be terminated on [Date].

Here are the following reason(s) that led to your termination:

[Insert a List of Valid Reasons for Termination].

- [Reason 1]
- [Reason 2]
- [Reason 3]

You will receive: [Mention final date of their last paycheck, benefits, or severance pay]

You are requested to return [Mention Company Property to be Returned].

Also, please keep in mind that you have signed [Confidentiality Policy or a Nonsolicitation Agreement].

If you have questions regarding the policies signed, your compensation, benefits, or returning company property, please feel free to contact me.

Thank you for your time with us, and best of luck in your future success.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]