# Employee Termination Letter

*This letter serves as a formal notice of the termination of employment. It provides the reason(s) for termination, final employment details, and information regarding entitlements and obligations post-termination.*

**Date:** {terminationDate}

**To:** {name} {surname}

**Position:** {position}

**Department:** {department}

Dear {name},

We regret to inform you that your employment with **{companyName}** will be terminated effective **{terminationEffectiveDate}**.

This decision has been made due to the following reason(s):

{#terminationReasons}

* {reason}

{/terminationReasons}

You will receive the following as part of your final settlement:

|  |  |
| --- | --- |
| **Item** | **Amount** |
| {#settlementItems}{item} | {amount}{/settlementItems} |

Your final working day will be **{finalWorkingDay}**. You are expected to return all company property, including keys, devices, and documents, by this date.

{#$ severanceList.length }

You will receive a severance package as part of your separation. The details of your severance are as follows:

|  |  |
| --- | --- |
| **Component** | **Details** |
| {#severanceList}{component} | {details}{/severanceList} |

{/}

{#$ !severanceList.length}

You will not be receiving a severance package as part of your termination.

{/}

**Important Notes:**

{#importantNotes}

* {note}

{/importantNotes}

We encourage you to contact the Human Resources department at **{hrContactEmail}** for any questions regarding your final paycheck, benefits, or documentation.

We thank you for your service and wish you the best in your future endeavors.

Sincerely,

**{managerName}**  
*{managerTitle}*  
{companyName}