# Employee Termination Letter

**Purpose:** This letter serves as formal notification of employment termination. It outlines the reasons for termination, effective dates, final salary details, and any post-termination obligations from either party.

**Date:** {date}

**To:** {employeeName}  
**Position:** {position}  
**Department:** {department}

Dear {employeeName},

We regret to inform you that your employment with **{companyName}** is being terminated effective **{terminationDate}**.

## Reason for Termination

{terminationReason}

## Final Workday and Compensation

Your final day of employment will be **{terminationDate}**. You will receive your final paycheck, including the following:

{#finalCompensation}

* {description}: **{amount}**

{/finalCompensation}

This final paycheck will be provided to you on **{paymentDate}**.

{#hasUnusedLeave}

Additionally, you have

**{unusedLeaveDays}**

unused leave days, which will be compensated according to company policy.

{/hasUnusedLeave}

{^hasUnusedLeave}According to our records, you do not have any unused leave days remaining.{/hasUnusedLeave}

## Company Property and Access

Please return all company property, including but not limited to the following:

{#companyAssets}

* {item}

{/companyAssets}

All company accounts and access credentials will be revoked as of your termination date.

## Post-Termination Obligations

{#hasPostObligations}

* {obligation}

{/hasPostObligations}

{^hasPostObligations}You have no further obligations under your employment contract beyond the termination date.{/hasPostObligations}

## Benefits and Insurance

{#hasInsurance}

Your health insurance benefits will continue until

**{insuranceEndDate}**

. After that, you may be eligible for continuation coverage under COBRA or other applicable plans.

{/hasInsurance}

{^hasInsurance}You are not currently enrolled in the company's health insurance plan. No further action is required in this regard.{/hasInsurance}

## Contact and Final Statement

If you have any questions regarding your final paycheck, benefits, or this termination, you may contact **{hrContactName}** at **{hrContactPhone}** or **{hrContactEmail}**.

We appreciate your contributions and wish you the best in your future endeavors.

Sincerely,

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