# Termination Letter

Red text denotes a field that needs to be changed by the user.

[Date]

[Name]  
[Street Address]  
[City, State ZIP]

Dear [Employee’s Name],

As we have discussed, your employment with [Company Name] will terminate on [Date] at the close of business.

The reason for your termination is based on specific factors. [**Enter concise and specific summary here.** For example…*On [date], you violated the dress code policy (Employee Handbook, pg. 18) for the fourth time. While we reserve the right to terminate employment at any point in the disciplinary process, we verbally warned you, warned you in writing, and then suspended you without pay for a week for violating this policy. Subsequently, when you violated the dress code policy a fourth time, we made the decision to terminate the employment relationship*.]

Your exit interview is scheduled for [Time] on the date of termination. Information regarding the termination process will be further discussed during the meeting. Employees are required to return all company property and equipment upon termination. Please contact [Name of Office Manager/HR Representative] at [Phone Number] with any questions and advise us if your address changes to ensure that you receive all notices and documents from the company.

Sincerely,

[Name]

[Title]

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