

Employee Termination Letter

DATE:

COMPANY ADDRESS AND NAME:

TO:

RE: TERMINATION OF EMPLOYMENT

Dear _____,

On _____, we regret to inform you that your employment with _____ will be terminated effective _____. The duration of this termination must be considered as permanent.

Your employment has been terminated due to the following reason(s);

You'll be paid until _____. You'll also receive the following benefit(s);

All company documents, materials, equipment or any other company property you have access to must be returned to the office before _____.

If you have any questions or concerns about the above, please feel free to contact the HR department.

You may appeal this decision by ensuring that we receive your complete written reasons before _____.

Sincerely,



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