

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Re: Notice of Termination of Employment

Dear [Employee Name],

As you are aware, you were placed on furlough beginning [Furlough Start Date] due to [Reason for Furlough, e.g., economic downturn / reorganization].

We regret to inform you that, after careful consideration of our current business requirements, we are unable to return you to your previous position. Consequently, your employment with [Company Name] is officially terminated effective [Termination Date].

This decision is final and is based on [Reason for Termination, e.g., permanent reduction in force], and not on your individual performance.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked and accrued but unused vacation time, will be issued on [Date] via [Payment Method].
- Your health insurance coverage will continue until [End Date]. You will receive a separate notice regarding COBRA or other conversion options.
- [Include information about other benefits, such as 401k or severance, if applicable].

Please return all company property, including keys, badges, and electronic equipment, to [Department/Location] by [Date].

If you have any questions regarding this notice or your benefits, please contact [Contact Name] at [Phone Number/Email].

We thank you for your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Sender Signature]

[Sender Name]
[Sender Title]