

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Termination of Employment

Dear [Employee Name],

We are writing to formally notify you that your employment with [Company Name] is being terminated without cause, effective [Last Working Date].

Please be assured that this decision is not a reflection of your individual performance. It is based on [internal restructuring / business realignment / changing operational needs].

Regarding your final compensation and benefits:

- **Final Pay:** You will receive your final paycheck on [Date], which includes payment for work performed up to your final day and any accrued but unused vacation time.
- **Severance:** [Detail severance package if applicable, or mention a separate agreement].
- **Benefits:** Your health insurance and other benefits will continue until [Date]. Information regarding COBRA or benefit conversion will be sent to you via mail.

Please return all company property, including [keys, laptop, ID badge, credit cards], to [Name/Department] by [Date].

We thank you for your contributions to the company and wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]