

[Company Header/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective [Date].

This decision was made due to [Reason for Termination - e.g., restructuring, performance issues, or expiration of contract].

**Final Pay and Benefits:**

Your final paycheck, which includes payment for work through your final date and any accrued [unused vacation/PTO], will be [mailed to your address/deposited via direct deposit] on [Date]. Your health insurance coverage will continue until [Date]. Information regarding COBRA and other benefit transitions will be sent to you via [Email/Mail] shortly.

**Company Property:**

As a remote/offsite employee, you are required to return all company property, including your [Laptop, Monitor, ID Badge, Keys, etc.]. A prepaid shipping box will be sent to your address on [Date]. Please ensure all items are returned by [Date].

**System Access:**

Your access to all company systems, email, and internal servers will be deactivated on [Date/Time].

**Confidentiality:**

We remind you of your ongoing obligation to maintain the confidentiality of all proprietary company information as outlined in your signed [Employment Agreement/Non-Disclosure Agreement].

If you have any questions regarding your final compensation or benefits, please contact [Name/HR Department] at [Phone Number] or [Email Address].

We wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]  
[Company Name]