

[Date]

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

Subject: Notice of Termination of Employment

Dear [Employee Name],

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

This decision is not related to your individual performance. [Optional: Due to a restructuring/downsizing/realignment of business goals], the company has decided to eliminate your position.

Your final paycheck, which includes your salary through your final day and payment for any accrued but unused vacation time, will be [issued on Date / provided via Direct Deposit].

Regarding your benefits:

- Health insurance coverage will continue until [Date].
- Information regarding COBRA and retirement plan options will be sent to you under separate cover.
- [Insert details regarding severance pay, if applicable].

Please return all company property, including keys, laptop, and ID badges, to [Department/Name] by [Date].

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

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]