

[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],

Please be advised that your employment with [Company Name] is being terminated without cause, effective [Termination Date]. This decision is due to [reason such as restructuring or business needs] and does not reflect on your individual performance.

Final Pay: Your final paycheck, which includes payment for all hours worked up to your final date plus any accrued but unused vacation time, will be issued on [Date] via [Method of Payment].

Severance Package: To assist in your transition, the Company offers you a severance package consisting of [Number] weeks of pay, totaling \$[Amount]. To receive this severance, you must sign and return the attached Separation Agreement and General Release by [Deadline Date].

Benefits: Your health insurance coverage will continue until [End Date]. You will receive a separate notice regarding your right to continue coverage under COBRA. Information regarding your [401k/Retirement Plan] will be sent to you by the plan administrator.

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

We thank you for your service to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Signature]
[Name of Sender]
[Title]