

[Company Header/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Re: 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 [Final Date of Employment]. This decision is final and is not based on your individual performance, but rather [Reason such as: a restructuring / business reorganization / reduction in force].

**Final Pay:**

Your final paycheck, which includes your wages through your last day and payment for any accrued but unused [Vacation/PTO] time, will be [issued on your final day / mailed to your address on file by Date].

**Severance Offer:**

In recognition of your service, the Company is offering you a severance package consisting of [Number] weeks of pay, totaling \$[Amount]. To receive this severance, you must sign and return the enclosed Separation Agreement and General Release by [Deadline Date].

**Benefits:**

Your [Health/Dental/Vision] insurance coverage will continue through [Date]. After this period, you will receive information regarding your right to continue coverage under COBRA. Your participation in the [401k/Retirement Plan] will end on your final day, and you will receive separate documentation regarding your account options.

**Company Property:**

Please return all company property, including [Laptop, Keys, ID Badge, Credit Cards], to [Department/Name] by [Time/Date].

We thank you for your contributions to [Company Name] and wish you success in your future endeavors.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]

Enclosure: Separation Agreement and General Release