[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 [Last Working Date].

Final Pay
You will receive your final paycheck on [Date], which includes your salary through your final day of employment and any accrued but unused vacation time, less applicable taxes and withholdings.

Severance Offer
In exchange for signing a General Release of Claims, the Company offers you a severance payment of $[Amount]. This payment will be paid in [a lump sum / installments] starting on the first payroll period following the expiration of the revocation period of the signed release agreement.

Non-Compete and Post-Employment Obligations
We wish to remind you that your obligations under the [Title of Agreement, e.g., Employee Confidentiality and Non-Compete Agreement] signed on [Date] remain in effect. Specifically:

- **Non-Competition:** For a period of [Number] months following your termination, you may not engage in any business activities that compete with [Company Name] within [Geographic Area].
- **Non-Solicitation:** You may not solicit company clients or employees for a period of [Number] months.
- **Confidentiality:** You must maintain the confidentiality of all trade secrets and proprietary information belonging to the Company.

Company Property
Please return all company property, including keys, laptop, and access badges, by [Date].

Benefits
Your health insurance coverage will continue through [Date]. You will receive a separate notice regarding your rights to continue coverage under COBRA.

To accept this severance package, please sign and return the attached Release of Claims by [Deadline Date].

Sincerely,

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