[Date]

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

RE: NOTICE OF TERMINATION

Dear [Associate Name],

Please be advised that your employment with [Law Firm Name] is terminated, effective [Last Working Date].

This decision is based on [Reason for Termination, e.g., restructuring / performance issues / violation of firm policy].

Regarding your transition, please note the following:

- **Final Compensation:** Your final paycheck, including any accrued vacation time, will be issued on [Date].
- **Client Files:** You must ensure all active client files and billing entries are up to date by [Time] on [Date]. You are reminded of your ethical obligations regarding client confidentiality.
- **Firm Property:** Please return all firm property, including keys, security badges, laptops, and proprietary documents, to [Department/Person] by [Date].
- **Benefits:** Information regarding your COBRA health insurance coverage and retirement account status will be sent to you via mail.

Please refrain from representing yourself as an associate of [Law Firm Name] following your departure date. We will notify the relevant State Bar associations of the change in your employment status as required.

If you have any questions regarding your benefits or the offboarding process, please contact [HR Contact Name] at [Phone Number].

Sincerely,

[Signature]
[Name of Managing Partner]
[Law Firm Name]