[Date]

[Paralegal Name]
[Address Line 1]
[Address Line 2]

RE: NOTICE OF TERMINATION OF EMPLOYMENT

Dear [Paralegal Name],

Please be advised that your employment as a Paralegal with [Law Firm/Company Name] is terminated, effective [Effective Date].

This decision has been made due to [Reason for termination, e.g., restructuring / performance issues / end of contract].

Regarding the transition of your current caseload and duties:

- Please return all physical and electronic client files to [Supervising Attorney Name] by [Time/Date].
- Ensure all billable hours are entered into the system by [Date].
- Return all firm property, including office keys, security badges, and computer equipment.

Your final paycheck, which includes payment for [List items, e.g., hours worked / accrued vacation], will be issued on [Date]. Information regarding your benefits and COBRA eligibility will be sent to you under separate cover.

Please remember your ongoing professional obligations regarding attorney-client privilege and the confidentiality of all firm and client information as outlined in your employment agreement.

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

Sincerely,

[Signature]
[Name of Authorized Person]
[Title]
[Law Firm/Company Name]