**TERMINATION LETTER TEMPLATE**

**(Company Name)  
(Street Address)  
(City, State Pin Code)**

Dear ABC,

With regret, we inform you that your employment with **(add firm name)** is being discontinued, effective **(add date).** Your termination is the consequence of:

* Explanation 1 **(add an explanation if any)**
* Explanation 2 **(add an explanation if any)**

Kindly return any company property that is in your possession. A delay or failure in doing so would cause a delay in the issuance of your final paycheck. Any severance payments will be made according to the policies of the organization **(add** **company name).**

If you are entitled to any remaining paid leaves, they will get calculated and paid under the company **(add company name)** policies. If you have any questions or concerns, you can contact the HR department.

Sincerely,

**(Name)  
(Title)  
(Signature)**