**EMPLOYEE TERMINATION LETTER SAMPLE**

Dear ABC,

We regret to inform you that your employment with **(add company name)** shall officially get terminated on **(add date).** The reason for termination of employment and the details of your severance benefit and compensation are mentioned in the attached document. The decision is final and irrevocable.

Please return all the company property that you may have in your possession before the final date. If you have any question or concern, you can contact the HR department.

We wish you success in your future endeavors.

Sincerely,

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