Subject: Termination of Employment

[DATE]

[EMPLOYEE NAME] [EMPLOYEE ADDRESS] [CITY, STATE, ZIP CODE]

Dear [EMPLOYEE NAME],

This letter is to inform you that your employment with [COMPANY NAME] is terminated, effective as of [LAST WORKING DATE]. As [COMPANY NAME] practices at-will employment, this decision is made in accordance with the terms of your employment agreement. Please understand this decision is final.

The reasons for termination are not required under the at-will employment agreement; however, please be assured this decision was made after careful consideration.

Please return all company property, including your [LIST OF PROPERTY: e.g., ID badge, laptop, and any other company equipment], by [RETURN DATE]. Failure to do so may result in deductions from your final paycheck as allowed by law.

Your final paycheck, including any accrued but unused vacation time, will be processed and sent to you by [FINAL PAYCHECK DATE]. Should you have any questions regarding your compensation and benefits, you may contact [CONTACT PERSON] at [CONTACT PHONE/EMAIL].

You may also be eligible for COBRA benefits. Detailed information regarding the continuation of benefits under COBRA will be sent to your address of record.

We thank you for your contributions to [COMPANY NAME] and wish you the best in your future endeavors.

Sincerely,

[MANAGER/SUPERVISOR NAME] [MANAGER/SUPERVISOR TITLE] [COMPANY NAME]