

_____, 20_____

RE: OFFICIAL NOTICE OF EMPLOYMENT TERMINATION

Dear _____:

This letter is to inform you that as of _____, 20_____, you will no longer be employed with _____.

You have been terminated for the following reason:

_____.

Our records show you have received (Check one) _____verbal warnings _____written warnings _____verbal warnings and _____written warnings about the issue mentioned above. The first warning was given on _____, 20_____.

We ask you to kindly return the following company property before _____, 20_____:

_____.

You are entitled to payment up until _____, 20_____ (check if applicable) and will be compensated for the remaining vacation days. (Check if applicable) You will also receive severance pay that will mount to \$_____.

For any matter regarding health care benefits, health insurance, 401k and/or pension, please contact _____.

Your final paycheck will be in the amount of \$_____, which will be delivered to you via (Check one)

pick up

hand delivery

direct deposit

by mail

Please keep in mind that a non-disclosure agreement was signed upon your hiring.

_____ will take legal action if it is discovered that any company practice, trade secret, or operation method pertaining to the agreement was disclosed by you during or after employment.

If you choose to appeal this decision, you may take the following steps:

_____. You can choose to participate in an exit interview. If you wish to do so, the interview will be conducted on a place and date suitable to all parties.

If you would like to contact us for a Letter of Recommendation when seeking employment opportunities, I would be glad to provide you with assistance.

Sincerely,

