Date: [MM/DD/YYYY]

[NAME]

[ADDRESS L1]

[ADDRESS L2]

Subject: Termination of Employment

Dear [NAME]:

This letter serves as formal notice that your employment with [COMPANY] has been terminated effective [MM/DD/YYYY]. This is a final decision and not subject to review.

Your final paycheck will be dated [MM/DD/YYYY] and [will / will not] include payment for any accrued, unused PTO.

**[OPTIONAL – INCLUDE IF EMPLOYEE HAD EMPLOYMENT BENEFITS:** Your benefits will remain in effect through [MM/DD/YYYY]. **]**

**[IF EMPLOYEE HAD BENEFITS ELIGIBLE FOR CONTINUATION UNDER COBRA, ALSO INCLUDE THE FOLLOWING:** You will receive a separate notification regarding continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA), as well as any applicable state regulations, for any eligible benefits in which you are enrolled. **]**

Employees are required to return all Company property and equipment upon termination. At this time, please return all Company property and equipment, including, but not limited to [ITEMS COMMONLY COLLECTED FROM EMPLOYEES UPON TERMINATION].

To ensure you receive documents and notices from us in the future, please notify us if your address changes. If you have any questions, please contact [CONTACT INFORMATION].

[NAME]

[TITLE]  
[COMPANY]