Dear [Employee’s name],

We are sorry to inform you that as of [Termination date], you’ll be no longer employed with [Company name]. As discussed, we believe this is the best decision because of [reason for termination, e.g. ‘this is the final step in our disciplinary process/ a decision we made after the end of your Performance Improvement Plan’].

From [Termination date] on, you won’t be eligible for any compensation or benefits associated with your position. Please return [Company assets that must be returned] by [Date] to [Where or to who they should return their company assets, e.g., ‘Human Resources office’].

You are entitled to [Mention any financial payments that will be provided to the employee, including their salary, unused leaves, vacations, etc.]

Please remember that you [have signed /have to sign] [Mention any documents or agreements the employee has signed/ has to sign before leaving, such as confidentiality policy and nondisclosure agreements].

If you have questions or clarifications regarding your compensation, benefits, company assets, or anything else, please feel free to contact me.

We wish you the best of luck.

Sincerely,

[HR name]

[HR signature]