[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: TERMINATION OF YOUR EMPLOYMENT**

Dear [CONTACT NAME],

As per our discussion today, your employment with [COMPANY] is terminated effective immediately.

(Provide a reason for the termination when needed: layoff, poor performance, absenteeism, failed attempt to evolve to a new role)

Payment for your accrued leave will be included in your final salary payment which you will receive on our regular payday, (date).

We have received from you already (insert as per [employee termination checklist](http://www.smetoolkit.org/smetoolkit/en/content/en/58593/Exit-Employee-Checklist)) at the termination meeting.

Let us know how we can assist you during your transition.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

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