



How to Use this Document:

The Termination Letter Template begins on the following page. Discard this cover page and customize the letter by adding text to the gray fields.

TERMINATION LETTER TEMPLATE

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TERMINATION LETTER

Dear

As we have discussed, your employment will terminate at the close of business on
The reason for your termination is based on specific factors:

Your exit interview is scheduled for

Information regarding the termination process will be further discussed during the meeting. Employees are required to return all company property and equipment upon termination. Please advise us if your address changes to ensure that you receive all notices and documents from the company.

For further questions please contact

Sincerely,