

Termination Of Employment

Date:

To: (Employee)

We regret to inform you that your employment with our company shall be terminated on the _____ day of _____, 201(x), for the following reason(s):

Severance payments shall be made in accordance with company policy. Please arrange for the return of any company property in your possession.

Again, we regret that this action is necessary.

Sincerely,
