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**EMPLOYEE TERMINATION LETTER TEMPLATE  
(COMPANY NAME)**

**(COMPANY NAME)  
(STREET ADDRESS)  
(CITY, STATE ZIP CODE)**

**(CREATION DATE)**

**Here's Your *FAST* Employee Termination Letter Template**

This employee termination letter is for you to use as you see fit. You are free to edit and use this termination letter within your organization; however, we do ask that you don't distribute it on the web without explicit permission from us.

Dear [Recipient Name]:

We regret to inform you that your employment with [Company Name] is being ended, effective [date]. Your termination is the consequence of:

- Explanation 1
- Explanation 2
- Explanation 3

[For Non-Exempt Employees]

Please return all company property immediately; failure to do so may result in delay of your final paycheck being issued.

[For Exempt Employees]

Severance payments shall be made in accordance with [Company Name] policies and you are required to return any company property immediately. [Company Name] shall not maintain insurance coverage or any other benefits for you beyond the date of termination.

[Non-Exempt and Exempt Employees]

Any vacation time owed will be paid out according to [Company Name] policies and can be expected with your final paycheck. Please contact the Human Resources Department with any questions or concerns you might have.

Sincerely,

[Your Name]  
[Title]

Visit us at [www.FASTBusinessPlans.com](http://www.FASTBusinessPlans.com)

You may also be interested in the following resources:

Offer Letter Template: <http://www.fastbusinessplans.com/business-templates/offer-of-employment-letter.html>

Employee Handbook Template: <http://www.fastbusinessplans.com/business-templates/employee-handbook.html>

Other Business Related Templates: <http://www.fastbusinessplans.com/business-templates.html>