

Termination Letter

[Your Name]
[Address]
[City, State, Zip]

[Date of letter]

[Recipient's Name]
[Title]
[Company Name]
[Address]
[City, State, Zip]

Dear [Recipient's name],

I am writing this letter to confirm our discussion today that your employment with the above mentioned company is terminated and is effective immediately.

As we discussed you will receive two weeks severance pay. You will receive the severance pay in your last paycheck. Your accrued vacation days will also be paid to you in your last paycheck. Your last paycheck will be sent to your home address that we have on file as normally scheduled.

We received from you your company security card, office key, and laptop at the termination meeting.

Please keep us informed of your contact information so that we can send you any important information that you may need such as your tax W-2 form.

If you have any questions you may contact me at the above number at your convenience.

Best regards,
[Your Signature]