

EMPLOYEE TERMINATION LETTER

_____, _____

RE: OFFICIAL NOTICE OF EMPLOYEE TERMINATION

Dear _____:

This letter is to inform you that as of _____, you will no longer be employed with _____.

Our records show you have received . The first warning was given on _____.

You are entitled to payment up until _____. For any matter regarding health care benefits, health insurance, 401k and/or pension, please contact _____.

Your final paycheck will be in the amount of _____, which will be delivered to you .

Sincerely,

