**[Address (*Street, City, Province/State)*]**

**[Zip Code]**

**[Recipient]**

**[Address]**

**[Date]**

Object: Termination of Employment

Dear **[First Last]**,

The purpose of this letter is to inform you that your employment with **[name of the company]** will officially end on **[date]**. Your dismissal is due to the following reasons: **[list factual and detailed reasons for the termination]**.This decision is final.

Until this date, we request that you **[do not come to work/continue coming to work]**. You will be sent all necessary documents relating to your termination **[x days]** after the end date of your employment.

Please return **[list of company property to return]** to the human resources office before **[date]**.

If you have any questions, please contact **[contact information]**.

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Signature]**

**[Name]**

**[Title]**

**[Email]**

**[Phone number]**

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