**Employee Termination Letter Template**

[Your Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Street Address]

[City, ST ZIP Code]

[Date Letter is Drafted]

Dear Mr.[Name of the employee]

This document is to notify you that your employment with [Your Company Name] will end as of [Last day of work]. This decision is definitive and cannot be changed.

The following are the grounds for why you were let go.:

Current economic conditions have caused a significant decline in sales, generating a 20 percent workforce reduction at our company. Unfortunately, your position, as many in your department, is included in this reduction and has been eliminated.

Note that you will receive your final paycheck after your last day and payment for your remaining leave.

Your health insurance coverage will remain in force 2 months after your termination becomes effective.

We will be needing you to return the company vehicle, key card, laptop, and cell phone on your last day of employment.

You have signed a variety of agreements that forbid you from revealing confidential information, so just be mindful of that. Please take a look at the copies attached.

Contact [HR contact person] if you have any queries about this letter or the terms of your termination.

Sincerely,  
[Name of manager]