

# NOTICE OF EMPLOYMENT TERMINATION

Date: \_\_\_\_\_

\_\_\_\_\_ [Employee Name]

\_\_\_\_\_ [Employee Address]

**RE: Notice of Termination**

Dear \_\_\_\_\_,

This letter serves as formal notice that your employment with \_\_\_\_\_ [Company Name] is being terminated effective \_\_\_\_\_.

## REASON FOR TERMINATION

\_\_\_ At-will termination (no specific reason required)

\_\_\_ Termination for cause: \_\_\_\_\_

\_\_\_ Layoff / Position elimination

\_\_\_ Performance-based: per PIP dated \_\_\_\_\_

\_\_\_ End of fixed-term contract

## FINAL PAYCHECK

Your final paycheck of \$\_\_\_\_\_ will be issued on \_\_\_\_\_.

Includes: \_\_\_ Regular wages through last day \_\_\_ Accrued PTO (\$\_\_\_\_\_) \_\_\_ Earned bonuses (\$\_\_\_\_\_)

Standard deductions apply.

## BENEFITS

Health insurance coverage ends on \_\_\_\_\_.

You will receive COBRA continuation information separately under federal law.

Retirement Plan (401k, etc.): Vested benefits remain. Distribution options will be provided.

## UNEMPLOYMENT

You may be eligible for unemployment benefits. State unemployment office:

\_\_\_\_\_

## RETURN OF COMPANY PROPERTY

Please return the following by \_\_\_\_\_:

Laptop/equipment  Badges/keys  Documents  Other: \_\_\_\_\_

**CONTINUING OBLIGATIONS**

Reminder: Your confidentiality and non-disclosure obligations continue after termination.

Non-compete/non-solicitation:  Remains in effect  Waived  See separate agreement

**REFERENCES**

Future employers should direct reference requests to:  
\_\_\_\_\_

**SEVERANCE**

No severance offered

Severance agreement attached (separate document)

If you have questions, please contact: \_\_\_\_\_

We wish you success in your future endeavors.

Sincerely,

\_\_\_\_\_

[Authorized Signature]

Title: \_\_\_\_\_

**ACKNOWLEDGMENT (Optional)**

I acknowledge receipt of this Notice of Termination.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*DISCLAIMER: This template is for informational purposes only and does not constitute legal advice. Laws vary by state. Consult a licensed attorney before executing this agreement.*