## **Termination of Employment Notice**

| Date:  |
|--|
| Employee Name:   |
| Employee Position/Title:                               |
| Department:  |
| Dear   |
| This letter is to notify you that your employment with |
| will be terminated effective                           |
| Reason for Termination:                                |
| Final Working Day:                                     |
| Return of Company Property:                            |
| Final Pay Details (if any):                            |
| Additional Notes:                                      |
| Sincerely,   |
| Name:  |

| Position: |  |  |  |
|-----------|--|--|--|
| Company:  |  |  |  |