**Prepared for:**

[Employee First Name] [Employee Last Name]

[Employee Company]

**Created by:**

[Sender First Name] [Sender Last Name]

[Sender Company]

Dear [Employee First Name]:

This letter is to inform you that [Sender Company] has decided to terminate your employment effective May 2, 2022 due to (state the reason for termination).

Please note that you will receive all the outstanding payments owed as per the company's payment policy.

Attached herewith is a separate form detailing the severance package you are eligible for under your employment contract terms. Please review it and send feedback to [Payment officer First Name] [Payment officer Last Name] [Payment officer Email] by (input the date) for appropriate filing.

(Input the details of the officer in charge of payment) can be contacted via phone at [Payment officer Phone] or by email at [Payment officer Email]. Failure to do so by (input the deadline for questions to be answered) can potentially risk further delays on your final paycheck.

Your final compensation is due on (input the date of last payment). The payment will be processed using the usual channels.

Note that you will enjoy your (specify whether full or partial) health benefits for a further (enter number of days) days from the period of your termination.

Other benefits will include (enter a complete list of other benefits along with their specifications, bulleted for easy readability).

A human resource representative will get in touch with you in the course of (enter the duration) to cover the details of your benefits. For further queries concerning your payment packages or other privileges, please contact [Payment officer First Name] [Payment officer Last Name] at [Payment officer Phone] or via [Payment officer Email].

You are required to hand in (enter the complete list of items needed from the employee) to (enter the receiving authority) on or before (input the date). Be sure to fill out the check-out form once done for filing purposes. Please note that everything on the list will undergo a quality check, and appropriate actions will be taken upon delivery.

Company policy requires the holder to take full responsibility for misplaced or damaged items. To find out more about this, you may contact (enter the receiving authority) who is available at (enter receiving authority's phone number).

You are hereby reminded that you are still bound by all the relevant confidentiality agreements you agreed to at the beginning or in the course of your contract. Copies of (enter list of all applicable documents attached) are available with this letter for your review.

[Sender Company] expects your full compliance regarding all the terms and conditions specified in each one of the attached documents. Please delete or destroy any sensitive information in your possession that may violate any of these categories or risk legal action.

Don't hesitate to contact the human resource office at [HR department Phone] or [HR department Email] to seek any clarifications regarding details in this letter or any other pertinent issues. Your contribution to the company is recognized and highly appreciated. [Sender Company] wishes you the best in all your future endeavors.

Sincerely,

[Sender First Name]   
[Sender Last Name] [Sender Company]