

TERMINATION LETTER

This Termination Letter is entered into on the _____ day of _____, 20_____.

To: _____

Address: _____

City, State, ZIP: _____

Phone: _____

Email: _____

Dear _____,

This letter serves as formal notification of the termination of your employment with _____, effective immediately as of the _____ day of _____, 20_____.

Reason for Termination:

The decision to terminate your employment has been made due to _____. This decision is final and has been made in accordance with company policy and applicable laws, including but not limited to any applicable employment standards or labor laws.

Final Pay and Benefits:

You will receive your final paycheck, which will include payment for all work performed up to and including your termination date. This payment will be processed and sent to you by the _____ day of _____ , 20 _____. Additionally, any accrued but unused vacation time will be compensated in accordance with company policy and applicable state laws.

Your health benefits will continue until the end of the month, after which you may be eligible for COBRA continuation coverage. You will receive separate correspondence regarding your rights and options under COBRA, as outlined in the Consolidated Omnibus Budget Reconciliation Act.

Return of Company Property:

Please return all company property, including but not limited to keys, access cards, electronic devices, and any confidential documents, by the _____ day of _____ , 20 _____ .

Failure to return company property may result in legal action, including but not limited to deductions from your final paycheck as permitted by law.

Confidentiality and Non-Disclosure:

You are reminded of your obligation to maintain the confidentiality of all proprietary and confidential information obtained during your employment. This obligation continues beyond the termination of your employment.

Non-Compete and Non-Solicitation:

You are required to adhere to any non-compete and non-solicitation agreements previously signed. Failure to comply may result in legal action.

Severability:

If any provision of this Termination Letter is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

Entire Agreement:

This Termination Letter constitutes the entire agreement between you and _____ regarding the termination of your employment. It supersedes all prior agreements, understandings, and communications, whether written or oral, relating to this subject matter.

Governing Law:

This Termination Letter shall be governed by and construed in accordance with the laws of the State of _____. Any disputes arising under or in connection with this Termination Letter shall be subject to the exclusive jurisdiction of the courts located in _____.

Notice:

Any notice required or permitted under this Termination Letter shall be in writing and delivered to the addresses provided above. Notices shall be deemed received upon delivery if delivered personally, or three days after being sent by registered mail.

Amendment:

No amendment or modification of this Termination Letter shall be valid unless in writing and signed by both parties.

Acknowledgment:

Please acknowledge receipt of this Termination Letter by signing and returning a copy to _____.

Signature: _____

Date: _____

Print Name: _____

Witness Signature: _____

Date: _____

Print Name: _____

Notary Public: _____

Date: _____

Commission Expiry: _____

Please feel free to contact _____ at

_____ if you have any questions regarding this termination
or your final pay and benefits.

Sincerely,

Title: _____

Company: _____

Signature: _____

Date: _____

Print Name: _____