

Termination Letter

This is a template, not legal advice

This document is a general-purpose template provided for information only. It is not legal advice, it does not create a lawyer-client relationship, and nobody has reviewed it against your situation.

Laws differ by country, state and province, and they change. A clause that is standard in one place can be unenforceable — or illegal — in another. Terms that are ordinary between two businesses can be void in a consumer or employment context.

Read every clause before you use it, fill in every blank, and delete anything that does not apply. For anything high-value, unusual, or that you could not afford to lose a dispute over, have a qualified lawyer in your jurisdiction review it before it is signed.

How to use this template

1. Read it end to end and delete any clause that does not apply to you. Blanks are shown as a grey label on a line.
2. Need the other party to sign too, with an audit trail and a tamper-evident seal? That is what the paid product does.

Termination Letter

Date: [Date]

[Employee full name] [Employee address]

Dear [Employee first name] ,

This letter is to notify you that your employment with [Employer full legal name] (the "Company") will end effective [Termination effective date] (the "Termination Date"). This letter is notice of that decision, not a proposal open to negotiation, and it takes effect on the Termination Date whether or not you sign anything in response.

1. Reason for Termination

Your employment is ending on

[Basis for termination, e.g. "an at-will basis, without cause" / "for the reason stated below" / "as part of a company-wide reduction in force"] .

[If a specific reason is being given, describe it here — otherwise delete this sentence and state only the basis above] .

2. Final Pay

You will receive your final paycheck, covering all wages earned through the Termination Date, on [Final paycheck date] , by [Payment method, e.g. direct deposit / check] — consistent with the timing and method required under the law that applies to your final pay.

Your final paycheck will include

[Accrued amounts owed, e.g. accrued and unused vacation/PTO — state "None" if not applicable] .

[Pay in lieu of notice, if any, e.g. "The Company will also pay you two (2) weeks' salary in lieu of notice." — delete this sentence entirely if none applies] .

3. Benefits Continuation

Your participation in the Company's group health and other benefit plans will end on [Benefits end date] , except to the extent continuation is required by law.

You may be eligible to continue certain health coverage at your own expense under [Applicable continuation law or program, e.g. COBRA (US) or the local equivalent] .

[Note on how/when continuation details will be provided, e.g. "enclosed separately" or "will follow separately"] .

4. Return of Company Property

By [Property return deadline] , please return the following Company property to [Return location or contact] :

(a) laptop, mobile phone, and any other Company-issued equipment;

- (b) access badge, keys, and any parking or building passes;
- (c) Company credit cards and expense accounts;
- (d) [Additional item to return, e.g. files, samples, uniforms — or delete if none] .

5. References and Company Statements

If contacted by a prospective employer, the Company will confirm your dates of employment and title, consistent with its standard reference policy.

[Additional reference terms, if any, e.g. a neutral-reference agreement — or delete] .

The Company asks that you refrain from making disparaging statements about the Company, its employees, and its business, and will ask the same of anyone who provides a reference on its behalf. This is a statement of the Company's expectations, not a term offered in exchange for anything owed to you.

6. Continuing Obligations

Ending your employment does not end any confidentiality, non-solicitation, non-competition, or invention-assignment obligation you agreed to in a separate signed agreement with the Company. Those obligations continue on their own terms.

7. Questions

If you have questions about this letter, your final pay, your benefits, or returning Company property, contact [HR or manager contact name and title] at [Contact email or phone number] .

8. Signature and Delivery

This letter is signed below by the Company and delivered to you in person, by mail, or by email. It takes effect as notice of your termination on the Termination Date regardless of delivery method, and no signature from you is required for it to take effect.

If the copy provided to you includes a line for your signature, that signature confirms only that you received this letter — it is not an agreement to its contents, a waiver or release of any claim, or a condition of receiving the final pay described above.

Signed below by the Employer on the date written beside the signature.

Employer

Signature: _____

Printed name: _____

Company: _____

Title: _____

Date: _____