

**[YOUR NAME / COMPANY NAME]**

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

[Employee Name]

[Job Title], [Department]

**Subject: Termination of Employment**

Dear [Employee Name],

We regret to inform you that your employment with [COMPANY NAME] will end effective [LAST WORKING DAY]. This decision has been made due to [REASON — e.g. redundancy/restructuring, the outcome of the disciplinary process dated DATE, non-completion of probation], in accordance with [your employment contract / applicable labour law].

You will receive [NOTICE PAY / PAYMENT IN LIEU], your final salary up to the last working day, payment for [NUMBER] days of accrued unused leave, and [ANY END-OF-SERVICE BENEFITS / SEVERANCE per applicable law]. Final settlement will be processed by [DATE].

Please return all company property — including [LAPTOP, ACCESS CARDS, PHONE, DOCUMENTS] — by your last working day. Your obligations regarding confidentiality [and any post-employment restrictions] continue after termination.

We thank you for your contributions during your time with us and wish you well in the future. For questions about your final settlement or documents such as an experience certificate, contact [HR CONTACT].

Yours sincerely,

[Name]

[Title], [Company Name]