

Termination Letter Template - Without Cause

Employee Name:	Job Title:
Supervisor Name:	Department:
	Date:

This letter is to inform you that your employment with **[Company Name]** (Company) is **terminated** effective **[Date]**. Please note that the Company is an at-will employer and may terminate the employment relationship at any time with or without cause.

Final Paycheck: will be paid on **[Date]** and **[will or will not]** include payment for accrued but unused vacation/sick time, in accordance with company policy and laws in your state.

Health Insurance Benefits: (if applicable) will end on **[Date]**. You will receive information from our plan administrator regarding your right to COBRA coverage.

Retirement Accounts: you may discuss your options by emailing **[Email]**.

Company Property: Any items listed below must be returned to the Company no later than **[Date]**. Please coordinate with **[HR rep]** to facilitate the return of these items.

[list company property]

Thank you for your service at **[Company Name]**.

[Name, sign above]

[Job title]

CC: HR

Employee personnel file



Fit Small Business