
Employee Termination Letter

A formal letter notifying an employee of the termination of their employment, with acknowledgment signature.

Date: [Termination Date]

To: Jane Doe

From: Acme Corporation

Re: Notice of Termination of Employment

Notice of Termination

Dear Jane Doe,

This letter is to formally notify you that your employment with Acme Corporation as Software Engineer in the Engineering department will be terminated effective [Termination Date]. Your last working day will be [Last Working Day].

The reason for this termination is: Position elimination.

Final Compensation

You will receive your final paycheck, including payment for all hours worked through your last working day, in accordance with applicable law. Any accrued but unused paid time off will be paid out in accordance with Company policy and applicable law.

Benefits

Your company-sponsored benefits, including health insurance, will terminate on the last day of the month in which your employment ends, unless otherwise required by law. You may be eligible to continue health coverage under applicable law (such as COBRA or equivalent legislation in your jurisdiction). Information regarding benefit continuation options will be provided separately.

Return of Company Property

You are required to return all Company property on or before your last working day, including but not limited to: identification badges, keys, electronic devices (laptops, phones, tablets), documents, files, and any materials containing confidential or proprietary information.

Ongoing Obligations

Please be reminded that any confidentiality, non-disclosure, non-solicitation, or other post-employment obligations you agreed to during your employment remain in effect according to their terms.

Questions

If you have any questions regarding this letter, your final compensation, or benefit continuation, please contact Sarah Johnson at hr@company.com.

We wish you the best in your future endeavors.

Sincerely,
Acme Corporation

Employee Acknowledgment

By signing below, I, Jane Doe, acknowledge that I have received and read this termination letter. My signature does not constitute agreement with the reasons stated but confirms receipt of this notice.

SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date set forth above.

Employee

Signature: _____

Printed Name: _____

Date: _____

Title: _____