*Adapt this letter to your business needs and employment conditions as you prepare the termination of your employee. This template was adapted from ‘Sample Termination Letters for the Workplace’ by Susan M. Heathfield for The Balance:* [*https://www.thebalance.com/sample-termination-letters-for-the-workplace-1919119*](https://www.thebalance.com/sample-termination-letters-for-the-workplace-1919119)

**SAMPLE TERMINATION LETTER**

*(Name of the terminated employee) (Location, day/month/year)*

*(Address of the terminated employee)*

Dear *(Name)*,

As per our discussion today, your employment with *(Name of the company)* is terminated effective immediately.

*(Provide a reason for the termination when needed: layoff, poor performance, absenteeism, failed attempt to evolve to a new role)*

Payment for your accrued vacations will be included in your final paycheck which you will receive on our regular payday, (*date*). Kindly pick up this check from the reception desk. Alternatively, we can mail it to your home, or transfer to your bank account. Kindly advise.

We have received from you already *(insert as per* [*employee termination checklist*](http://www.smetoolkit.org/smetoolkit/en/content/en/58593/Exit-Employee-Checklist)*)* at the termination meeting.

Let us know how we can assist you during your transition.

Regards,

*(Company Owner’s name or Name of Human Resources Representative)*