Dear [employee’s name],

We regret to inform you that your employment is being terminated, effective from [date]. This decision was reached after the completion of an internal disciplinary process. The conclusions from this process were as follows:

* [example: Inadequate performance unresponsive to corrective actions]

Upon termination, all benefits associated with this position will cease to be valid. You are requested to return [state all property that must be returned: company car, computer, keys etc.] until [date] to the human resources department.

Keep in mind that you are bound by our [confidentiality policy](https://resources.workable.com/confidentiality-company-policy). Any information that was received during the course of your work, regarding our customers, company, partners etc. must not be disclosed to any party. Such information must also be deleted from all your personal devices. In addition, you have signed a [example: [non-solicitation clause](http://www.contractstandards.com/clauses/non-solicitation)] as part of your employment contract. This binds you until the date specified.

You are entitled to your salary up until the [date]. Severance pay will amount to …… and will be paid until [date]. You are also entitled to [state any other compensation or details of payments or benefits].

This decision is non-reversible. We advise you to read our disciplinary action policy. If you have questions or would like any clarification, the human resources department remains at your disposal for up to [three] working days after your last day of employment.

Yours sincerely

**Disclaimer:**

**This is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and does not constitute a legal document. Neither the author nor workable.com will assume any legal liability that may arise from the use of this letter. Where necessary, seek qualified counsel before sending.**