

EMPLOYMENT TERMINATION LETTER

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This Employment Termination Letter (this "Letter") is delivered as of [DATE] by [EMPLOYER LEGAL NAME], located at [EMPLOYER ADDRESS] (the "Employer" or "Company"), to [EMPLOYEE FULL NAME], residing at [EMPLOYEE ADDRESS] (the "Employee"), to provide formal notice that the Employee's employment with the Company is ending.

Employer and Employee are each a "Party" and together the "Parties."

Recitals. The Company has decided to end the Employee's employment effective as of the date stated below. The Company delivers this Letter to give clear written notice of the termination, to state the practical details surrounding the Employee's departure, and to set out the Parties' continuing obligations. This Letter is intended to make the separation orderly, respectful, and well documented.

1. Notice of Termination

1.1 Statement of termination. The Company hereby notifies the Employee that the Employee's employment in the position of [JOB TITLE] is terminated.

1.2 Effective Date. The termination is effective as of the close of business on [EFFECTIVE DATE] (the "Separation Date").

1.3 Nature of termination. This termination is [without cause / for cause / due to a position elimination or layoff / the end of a fixed term]. Where employment is at will and permitted by applicable law, employment may be ended by either Party at any time, with or without cause, subject to law and any applicable agreement.

2. Reason and Basis

2.1 Stated reason. The reason for this termination is [STATE THE REASON CLEARLY AND FACTUALLY, e.g. a reduction in force, restructuring, performance, conduct, or end of project].

2.2 Prior process. The Company [has / has not] previously communicated concerns or warnings to the Employee. If applicable, prior communications occurred on [DATE(S)].

2.3 Compliance. The Company intends this termination to comply with applicable employment laws, which vary by jurisdiction, including any notice or final-pay requirements. Local law controls where it imposes additional obligations.

3. Final Pay and Benefits

3.1 Final wages. The Company will pay the Employee all earned and unpaid wages through the Separation Date, plus any accrued and unused paid time off to the extent required by the Employee's agreement or applicable law, paid on the schedule required by applicable law.

3.2 **Benefits.** The Employee's participation in Company benefit plans will end or convert in accordance with the terms of those plans and applicable law. The Company will provide information about any continuation rights that may apply.

3.3 **Expense reimbursement.** The Company will reimburse the Employee for any approved, documented, outstanding business expenses submitted by [DATE].

3.4 **Severance.** [OPTIONAL: The Company will offer severance of [AMOUNT / FORMULA], conditioned on the Employee's signing a separate severance and release agreement. Any severance is governed solely by that separate agreement.]

4. Return of Company Property

4.1 **Property.** On or before the Separation Date, the Employee must return all Company property, including [laptop, phone, keys, access cards, credit cards, documents, equipment, and devices].

4.2 **Data and access.** The Company will deactivate the Employee's system access and accounts on or about the Separation Date. The Employee must not access Company systems after that point.

4.3 **Personal belongings.** The Company will make reasonable arrangements for the Employee to retrieve personal belongings from the workplace.

5. Continuing Obligations

5.1 **Confidentiality and IP.** The Employee remains bound by any confidentiality, trade-secret, and intellectual-property assignment obligations the Employee previously agreed to, to the extent enforceable under applicable law, which continue after the Separation Date.

5.2 **Restrictive covenants.** Any non-solicitation or non-competition obligations the Employee agreed to remain in effect according to their terms and only to the extent enforceable under applicable law, which varies significantly by jurisdiction.

5.3 **Cooperation.** The Employee is requested to cooperate reasonably in transitioning work and responding to reasonable post-separation questions.

6. References and Communications

6.1 **Reference policy.** In response to reference inquiries, the Company will provide information consistent with its policy, which is generally [dates of employment and title, and, where permitted, eligibility for rehire].

6.2 **Professional conduct.** The Parties are encouraged to communicate professionally about the separation. Nothing here limits any legally protected communication.

6.3 **Internal announcement.** The Company will determine how and when to communicate the Employee's departure internally and externally.

7. No Admission; Reservation of Rights

7.1 **No admission.** This Letter is a notice of termination and is not an admission of any wrongdoing or liability by either Party.

7.2 **Reservation.** Each Party reserves all rights and remedies available under applicable law and any applicable agreement.

7.3 **Entire notice.** This Letter, together with any referenced agreements, states the Company's notice of termination. Any severance or release is governed by a separate signed agreement, if any.

8. Delivery and Acknowledgment

8.1 **Method of delivery.** This Letter is delivered by [METHOD, e.g. in person with a witness present, certified mail, and/or email], with a copy retained for the Employee's personnel file.

8.2 **Acknowledgment of receipt.** The Employee may sign below to acknowledge receipt of this Letter. Acknowledgment confirms receipt only and is not agreement with the reason for termination or a waiver of any right.

8.3 **Questions.** The Employee may direct questions to [NAME / DEPARTMENT] at [CONTACT INFORMATION].

EMPLOYER	EMPLOYEE (ACKNOWLEDGMENT OF RECEIPT)
Signature: _____	Signature: _____
Printed name: [NAME]	Printed name: [EMPLOYEE FULL NAME]
Title: [TITLE, e.g. HR Manager]	Title: [N/A]
Date: _____	Date: _____

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