

Notice of Termination of Employment

Date: _____

Employee Name: _____

Position: _____

Department: _____

Notice of Termination

Dear _____,

This letter serves as official notice of the termination of your employment with _____ (company name), effective as of _____ (last working day).

Reason(s) for Termination:

- _____
- _____

Final Instructions:

- Return all company property by: _____
- Final paycheck will be provided on: _____
- Additional notes: _____

Please contact the HR department at _____ with any questions regarding your final pay or benefits.

We thank you for your service and wish you well in your future endeavors.

Supervisor/Manager Signature

Date: _____

Employee Signature

Date: _____

Note: This sample notice of termination form provides a clear and professional template for officially dismissing an employee. It outlines key details such as the reason for termination, effective date, and any final instructions. Using this form ensures compliance with employment regulations and effective communication.