

# 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	Employee Signature
Date: _____	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.