

Final Notice of Employee Termination

This **final notice form sample** is designed to clearly communicate the termination details to an employee, ensuring transparency and compliance with company policies. It outlines the reasons for termination and any necessary next steps for both parties. Using this form helps streamline the termination process while maintaining professionalism.

Employee Name: _____

Employee ID: _____

Department: _____

Position: _____

Supervisor/Manager: _____

Date of Final Notice: _____

Effective Date of Termination:

Reason(s) for Termination:

Summary of Previous Warnings/Disciplinary Actions:

Final Pay Details:

Item	Amount	Notes
Final Salary	_____	Includes last worked days
Accrued Leave Pay	_____	Unused leave payout
Other Compensation	_____	Specify if applicable

Company Property to be Returned:

- Identification Badge
- Keys
- Laptop/Computer
- Mobile Devices
- Any Other Property: _____

Further Instructions/Next Steps:

- Arrange meeting with HR for exit interview
- Clear outstanding balances (if any)
- Access to company systems will cease on termination effective date

Employee Acknowledgment:

I acknowledge that I have received this notice and understand the information provided.

Signature: _____ Date: _____

Manager/Supervisor Signature: _____ Date: _____

HR Representative Signature: _____
Date: _____

This is a sample template. Please adjust according to your company policy and local employment laws.