

Notice of Termination Form

This **notice of termination form sample** includes clear severance details to ensure transparent communication during employee separation. It outlines the termination date, severance package, and any additional benefits provided. Using this form helps both employers and employees to understand the terms of employment termination.

Employee Information

Employee Name:	_____
Job Title:	_____
Department:	_____
Employee ID:	_____

Notice of Termination

This notice serves to inform you that your employment with **Company Name** will be terminated effective _____ (last working day).

Reason for Termination:

Severance Package Details

Severance Pay:	\$ _____ (equivalent to _____ weeks' salary)
Payment Method:	_____
Payment Date:	_____
Additional Benefits:	<ul style="list-style-type: none">Health insurance coverage until: _____Unused paid time off payoutOutplacement services: _____Other: _____

Return of Company Property

Please return all company property (keys, ID badge, laptop, documents, etc.) by your last working day.

Signatures

Employee Signature: _____	Employer Representative Signature: _____
Date: _____	Date: _____