Termination Letter

Date

To

From

Subject **Termination of Employment**

Dear ,

This letter confirms the termination of your employment with the Company, effective as of . The decision to terminate your employment has been made following consideration of relevant circumstances.
.

You will receive your final compensation in accordance with applicable Company policies and any governing agreements. This will include payment for all earned wages up to your termination date and any accrued but unused entitlements, as applicable. Details of your final pay will be provided separately.

You are required to return all Company property in your possession no later than your final working day. This includes, but is not limited to, equipment, documents, identification materials, and any confidential information belonging to the Company.

Please be reminded that any confidentiality, non-disclosure, or similar obligations you agreed to during your employment will continue to apply after your employment ends.

If you are enrolled in any Company benefit programs, you will receive separate communication outlining your options, if any, regarding continuation or cessation of such benefits.

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Should you have any questions regarding this process, you may contact HR Department at _____.

We acknowledge your contributions during your time with the Company and wish you the best in your future endeavors.

Sincerely,

Authorized Signatory

Name _____ _____

Title _____

Date _____

Signature

_____

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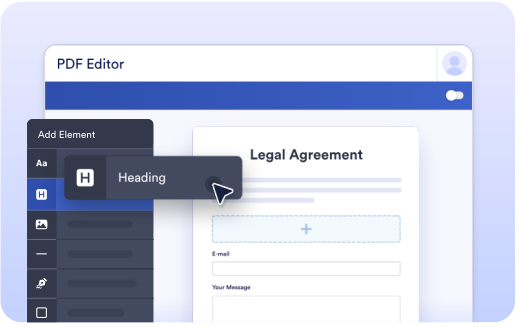
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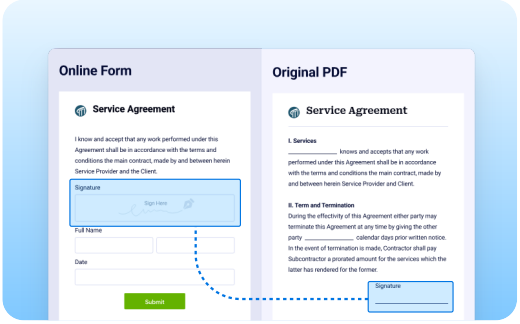
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