

Termination Letter Template

Offboard the Right Way with Termination Letter Templates



Termination Letter Template: With Cause

A termination with cause, or “firing” an employee, can be a complicated process to navigate. Although terminating an employee is never easy, having a well-written termination letter can help ensure a smooth offboarding process for both the affected employee and the company.

A termination letter is an important legal document that formally notifies an employee of their termination. At minimum, it should state that the employee’s position has been terminated and the date the termination will go into effect. For best practices, keep the termination letter respectful and professional—there should be no personal attacks or aggressive language.

Some helpful items to put in the letter include:

- A clear and succinct reason for termination—refer the employee to any relevant action plans or performance reviews
- Important next steps for offboarding (such as turning in work equipment, scheduling an exit interview, or returning an ID badge to security)
- Details on continuation of benefits or directions on where an employee can find that information (such as in an attached document)
- Respectful reminders of NDAs or other legal agreements

Always consult your legal counsel about any concerns or questions related to termination documentation.

How to Use This Template:

To use this template, click “Use Template,” and a copy of this doc will be added to your Google Drive. Feel free to change elements of the template to better suit your company’s needs.

Dear *[employee's full name]*,

I regret to inform you that your position of *[job title]* at *[company name]* will be terminated as of *[termination date]*. This decision is due to *[succinct reason for termination]*. For more information on the process that led to this decision, please review the attached performance evaluations and action plan.

An HR representative will be in touch with you shortly to discuss the next steps during this transition period. In the meantime, here's a brief outline of what to expect:

- A meeting with your manager to discuss your current projects
- An exit interview with an HR representative
- Return of company property and ID badge on last day
- *[any other important offboarding steps]*

Following your termination, you'll continue to be eligible for the following benefits:

- *[list any continuing benefits and their durations]*

You can refer to the attached documents for more details on your continuation of benefits and severance package. Contact *[HR representative name]* with any questions or concerns regarding compensation and benefits.

For your convenience, we have also enclosed copies of your Non-Disclosure Agreement and *[other legal agreements]*. We encourage you to reach out to *[legal representative's name]* in our legal department if you have any questions about these agreements.

Please don't hesitate to reach out to me or *[other HR representative name]* for anything you might need during this time. We wish you the best of luck in all your future endeavors.

All the best,

[HR representative name]

[HR job title]