

Termination Letter Template

Offboard the Right Way with Termination Letter Templates



Termination Letter Template: Without Cause

Terminations without cause, or layoffs, can be a painful situation for everyone involved. Letting someone go is never easy, but a well-written termination letter helps 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.

To make sure that the termination letter strikes a compassionate tone and is helpful to the employee, consider including the following:

- Clarification that the termination isn't related to the employee's performance
- Important next steps for offboarding (such as turning in work equipment, scheduling an exit interview, or returning an ID badge to security)
- Information on continuation of benefits and their severance package, or directions on where the employee can find that information (such as in an attached document)
- Details on any job-search resources provided by the company, like a job coach or resume writing service
- 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]*. Due to financial challenges, *[company name]* has come to the difficult decision to reduce its workforce. Unfortunately, your position is being eliminated as part of this downsizing process. This decision is in no way a reflection of your excellent performance at *[company name]*.

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]*

To show our gratitude and offer our support during this challenging time, *[company name]* will be providing you with a severance package of *[amount of money or how many weeks’ pay]*. You’ll also be eligible for the following benefits:

- *[list any continuing benefits and their end dates]*

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.

[Company name] will also be offering *[job search resource]* to all employees affected by this downsizing. Look for an email in your inbox for more information on accessing this resource.

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]