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Time tracking software

**Subject:** Termination of Employment

Hi [Employee’s Name],

I’m writing to inform you that your employment with **[Company Name]** will end as of **[Termination Date]**. After careful review, we have decided to terminate your employment due to **[reason for termination, e.g., performance, business restructuring, etc.]**.

Here are the key details you need to know:

* **Final Day:** Your last working day will be on [Date].
* **Final Pay:** You will receive your final paycheck on [Date], which includes any remaining vacation or paid time off.
* **Benefits:** Your benefits will continue through [Date], and we’ll provide information on options for continuing coverage where applicable.
* **Company Property:** Please return any company property (e.g., laptop, keys, ID) by [Return Date].

If you have any questions about your final paycheck, benefits, or any other concerns, feel free to reach out to [HR Contact Name] at [Contact Info].

We appreciate your contributions and wish you all the best moving forward.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]