

[COMPANY NAME]

[Street address, City, Country] • [Phone] • [email@company.com] • [www.company.com]

Ref: [HR/TER/2026/001]

Date: [DD Month YYYY]

[Employee Name]

[Designation], [Department]

[Employee ID: EMP-000]

Subject: Termination of Employment

Dear [Employee Name],

This letter confirms that your employment with [Company Name] as [Designation] will end with effect from [Termination Date].

This decision follows [the reason, e.g. the written warnings dated Date and Date about attendance / the end of the project you were hired for / a restructuring of the Department], which was discussed with you on [Date].

You will receive [one month's salary in lieu of notice / your salary for the notice period until Date], your salary up to your last working day, payment for [x] days of unused annual leave and [other dues, e.g. provident fund], less any amounts owed to the company. Your final settlement will be paid by [Date].

Please return all company property, including [laptop, ID card, keys and documents], to [HR / Name] by [Date]. Your duty to keep company information confidential continues after your employment ends.

If you wish to appeal, please write to [Name, Designation] within [7] days of receiving this letter. We thank you for your service and wish you well in the future.

Yours sincerely,

[Name]

[Designation, e.g. HR Manager]

[Company Name]

EMPLOYEE ACKNOWLEDGEMENT

I have received this letter. My signature does not necessarily mean I agree with its contents.

Employee signature: _____ Date: _____