

# Termination Letter Template - For Cause

[Date]

Dear [Employee Name],

This letter is to inform you that your employment with Company is terminated effective as of [Date]. The reason for this termination is:

[provide information about the incident or progressive discipline leading to termination]

Your final paycheck from Company will be paid on [Date] and [will or will not] include payment for accrued but unused vacation time. Your health insurance benefits, if applicable, will continue through [Date]. You will receive information from our plan administrator regarding your right to COBRA coverage. If you have retirement accounts with Company, you may discuss your options by emailing [Email].

Company records indicate that you have the following Company property in your possession:

[list items]

These items must be returned to Company no later than [Date]. Please coordinate with [HR rep] to facilitate the return of these items.

Thank you for your service at Company.

[Name, sign above]

[Job title]

CC: HR

Employee personnel file