



## Notice of Termination Policy Template

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision was made after careful consideration and review of your performance.

### **Reason for Termination:**

[Provide specific reason for termination, such as poor performance, violation of company policies, or restructuring]

### **Termination Process:**

- You will receive your final paycheck on [Date].
- You are required to return all company property, including keys, access cards, and any other materials, on or before your last day.
- You will be eligible for COBRA benefits, if applicable. More information will be provided to you separately.

### **Confidentiality:**

It is important to maintain confidentiality regarding the circumstances of your termination. Any breach of confidentiality may result in legal action.

### **Appeal Process:**

If you believe that the termination decision was made in error, you have the right to appeal. Please submit a written appeal to [HR Contact] within [Number] days of receiving this notice.

We appreciate your contributions during your time at [Company Name] and wish you the best in your future endeavors.

Sincerely,  
[HR Manager]