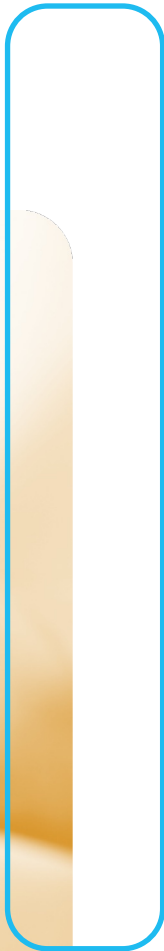




Termination Letter

TEMPLATE



Introduction

Terminating an employee's employment is a challenging and sensitive process that HR professionals must handle with care and professionalism. A well-structured termination letter is a crucial component of this process. It ensures clarity, transparency, and legal protection for both the company and the departing employee.

Consult with a lawyer before sending the termination letter to ensure compliance with local regulations. Generally, there are two reasons for termination.

1 Termination with cause

This applies in cases like theft, harassment, discrimination, or (threat of) violence.

2 Termination without cause

This applies in cases such as poor performance or redundancy and requires proper procedure, including notice, performance management, or severance packages, in accordance with applicable labor laws and company policies.

In this resource, you'll find guidelines on how to write an effective termination letter, as well as two sample termination letter templates for different scenarios: one for termination with cause and one for termination without cause.

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Determine the elements you need to include in a termination letter.

2 // Termination with cause letter template

Use this template in a situation that involves termination with cause.

3 // Termination without cause letter template

Use this template in a situation that involves termination without cause.

Important Elements of a Termination Letter

Include these elements in a termination letter to ensure clarity, transparency, and legal protection for the company and the departing employee.

1 Clear statement of termination

The letter should start with a clear and unambiguous statement of the employee's termination.

2 Reason for termination

Provide a brief and specific explanation for the termination, whether it's due to poor performance, misconduct, restructuring, or any other reason. Avoid vague language.

3 Date effective

Specify the last working day of the employee and, if applicable, when their benefits or compensation will cease.

4 Concise documentation

Reference relevant documents, such as performance evaluations, disciplinary records, or any prior warnings, to support your decision.

5 Applicable company policies

Mention any company policies or procedures that have been followed in reaching this decision.

6 Severance and benefits

If applicable, outline any severance pay, continuation of benefits, or other post-termination assistance that the employee will receive.

7 Company property return

Include instructions for returning company property, such as keys, access cards, laptops, company cars, or any other assets.

8 Next steps

Encourage the employee to reach out with questions and provide HR contact information for support.

9 Involve your legal counsel

Always have your termination letter, as well as the legality of the grounds of dismissal, checked by your legal counsel. Forgetting this step will open you up to a wrongful termination lawsuit, claims for damages, and other liability.

Termination with Cause Letter

Copy and paste this letter template and use it as the foundation for your termination letter with cause. Replace all the placeholders in the template with accurate and specific details regarding the termination.



[Your company letterhead]

[Date]

[Employee's name] [employee's address] [city, state, ZIP code]

Subject: notice of termination of employment

Dear [employee's name],

I am writing to inform you that your employment with [company name] will be terminated effective [last working day] due to [specific reasons, potentially necessitating legal action, such as gross misconduct or violation of company policies*].

This decision is based on a thorough investigation of the incidents, which has revealed serious violations of our company policies and codes of conduct, including [specific details of the violations].

You will be paid for all hours worked up to the date of termination, including any applicable unused vacation or PTO days. Our HR department will provide you with further information on the return of company property and any other administrative matters.

Please be aware that this decision is final and nonnegotiable. Legal action may be taken if necessary.

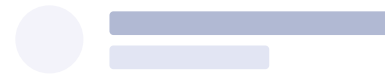
Sincerely, [your name] [your title] [company name]



** Please note that it is vital to fill in the specific reason(s). Additionally, for terminations requiring legal action, it is crucial to **consult with your legal counsel** to ensure the letter complies with local labor laws and regulations.*

Termination Without Cause Letter

Copy and paste this letter template and use it as the foundation for your termination letter without cause. Clearly state the reason for the termination; in this case, it is due to poor performance. Ensure that you adjust the template to match the specific grounds for dismissal. Replace all the placeholders in the template with accurate and specific details regarding the termination.



[Your company letterhead]

[Date]

[Employee's name] [employee's address] [city, state, ZIP code]

Subject: termination of employment due to poor performance

Dear [employee's name],

I am writing to inform you that your employment with [company name] will be terminated effective [last working day]. This decision is due to ongoing concerns regarding your performance, which have been discussed with you on multiple occasions.

Despite our efforts to support your development and address these concerns, we have not seen the necessary improvements. [Include specific examples of poor performance or references to prior discussions or performance improvement plans.]

You will be paid for all hours worked up to the termination date, including any applicable unused vacation or PTO days. Our HR department will provide you with further information on the return of company property and any other administrative matters.

Please reach out to [HR contact name] at [HR contact email or phone number] for any guidance or to discuss the termination process.

Sincerely, [your name] [your title] [company name]