|  |
| --- |
| Letter of Termination for a Reason Address · Phone  Email · LinkedIn Profile · Twitter/Blog/Portfolio |
|  |

[Recipient Name]

[Title]

[Company]

[Recipient Street Address]

[Recipient City, ST Zip]

|  |
| --- |
| Dear [Recipient Name], We regret to inform you that from this date onwards i.e. 11th March 2020, your contract with XYZ company employee is terminated. This letter is a follow-up to confirmation for our discussion at the meeting today & your termination is effective immediately.  Notwithstanding the year we dedicated to prepare, train, & mentor you, you could not make a change in the direction we expected you to.  Since your employment with XYZ Company has been for four years you will be given four weeks’ severance pay. You will receive the payment as soon as you have signed & returned the enclosed release of claims documents & the company has waited the legal amount of days for you to change your mind. Our company will proceed to provide your health insurance at the end of the month.  Moreover, your accrued Paid Time off (PTO) payment will be added to your final cheque from us which will be deposited on a conventional day, Monday. It can be collected at our reception desk or mailed to your address, the choice is yours. Let us know.  The status of your benefit upon termination can be determined by a separate letter of benefits. Your letter will contain information about your ability to maintain your group health benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA).  Your identification swiping pass, office key & the laptop & mobile provided by the organization were already given to us at the closing meeting.  You must ensure to keep the organization updated about your contact details so that we are able to provide you with documentation including your W-2 form & COBRA follow up in the future.  In case you would like us to provide potential employers with your information sign up on the form attached & return it to us. The attached form will give us your permission to disclose your information with hiring companies.  Please inform us if we can provide you with assistance during your transition or if you have any queries.  If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.  I would very much like to discuss opportunities with [Company Name]. To schedule an interview, please call me at [phone]. The best time to reach me is between [earliest time] and [latest time], but you can leave a voice message at any time, and I will return your call.  Thank you for taking the time to review my resume. I look forward to talking with you.  Sincerely,  [Your Name]  Enclosure |