



Termination Letter

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Termination letters can be written for various situations, but the most common one is a job termination letter. Some people confuse termination letters with resignation letters. The sample termination letter below is typical for a job elimination situation. As the sample demonstrates, a job-related letter of termination needs to be drafted with sensitivity and respect.

(print Employee Letter of Termination on corporate letterhead)

CONFIDENTIAL

December 5, 20xx

Thomas Zatinski
795 Gilmour St.
Apt. 508
Chicago, IL, 60611

Dear Thomas:

It is with sincere regret that I must inform you that your employment at Addison Systems Inc. will be terminated as of Friday January 31, 20xx.

As you know, the Downsizing Task Force delivered their report to the executive committee in late October. Among the task force recommendations was the elimination of all temporary and contract positions. Since you occupy a temporary position, your position is automatically subject to the task force recommendations.

I would like to make it absolutely clear that in no way does your termination reflect that the company is in any way unhappy with your work performance over the past 18 months. In fact, you have been highly regarded as one of our most productive contract

staffers. Unfortunately, you and the other non-permanent staff that are being let go are simply a reflection of the general economic downturn in the fiber-optics industry over the past year.

In an effort to try to reduce the impact of this termination, the company has worked out a severance arrangement that will give you one week's pay for each month you

worked beyond 12 months. In your case, this will amount to six (6) weeks of severance pay. In addition, your medical and dental coverage will remain in effect until the end of the severance period. You will soon receive a letter from the Human Resources Department with all of the details on the severance package.

Thomas, given your qualifications and proven abilities, I am confident that you will be able to find another position in the relatively near future. If you would like, I would be pleased to write a recommendation letter for you, to help with your job search.

Sincerely,

Fred Shandling
Unit Manager

cc: R. Jackson, Human Resources

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