**[Current Date]**

Dear **[Employee Name]**,

I am writing this letter to inform you that your employment with **[Company Name]** will be terminated as of **[Termination Date]**.

**[Insert details regarding coaching, warnings, and other related documentation].**

Please be advised that you will be paid your final paycheck on **[Payment Date],** which will include payment for all accumulated leave.

Your health insurance coverage will also end on **[Health Insurance End Date]**. Your rights to continue coverage will be provided to you by mail from our plan administrator.

The following **[Company Name]** property must be returned to human resources immediately:

**[Type of property (cellphone, laptop, keys, etc.)]**

If you have any personal belongings at the office, please arrange to collect them by **[Collection Date]**.

Should you have further questions, please contact me directly at **[phone number]** or **[e-mail]**.

Sincerely,

**[Your Name]**

**[Company Name]**