



EDIT PDF

You can edit this PDF for free with Jotform.

Employee Termination Letter

DATE:

COMPANY ADDRESS AND NAME:

TO:

RE: TERMINATION OF EMPLOYMENT

Dear _____,

On _____, we regret to inform you that your employment with _____ will be terminated effective _____. The duration of this termination must be considered as permanent.

Your employment has been terminated due to the following reason(s);

You'll be paid until _____. You'll also receive the following benefit(s);

All company documents, materials, equipment or any other company property you have access to must be returned to the office before _____.

If you have any questions or concerns about the above, please feel free to contact the HR department.

You may appeal this decision by ensuring that we receive your complete written reasons before _____.

Sincerely,

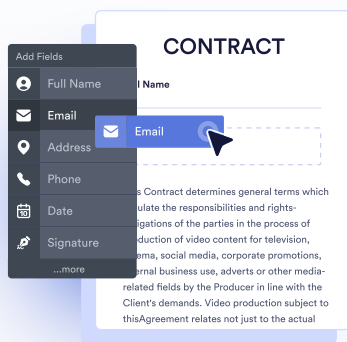


Thanks for using **Employee Termination Letter!** To edit this PDF with **Jotform Sign**, sign up for a free Jotform account today.

[EDIT PDF](#)

Learn More About Jotform PDF Products

Jotform offers powerful PDF solutions. Check them out below.



JOTFORM PDF EDITOR

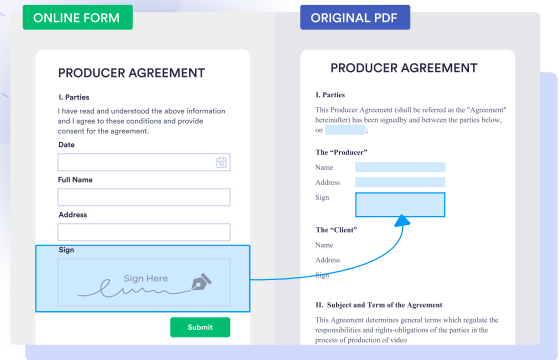
Turn form submissions into PDFs automatically — ready to download or save for your records.

[Go to PDF Editor >](#)

SMART PDF FORMS

Convert your PDF files into online forms that are easy to fill out on any device.

[Go to Smart PDF Forms >](#)



JOTFORM SIGN

Collect e-signatures with Jotform Sign to automate your signing process.

[Go to Jotform Sign >](#)

These templates are suggested forms only. If you're using a form as a contract, or to gather personal (or personal health) info, or for some other purpose with legal implications, we recommend that you do your homework to ensure you are complying with applicable laws and that you consult an attorney before relying on any particular form.