

****Termination Letter****

[Date]

[Employee's Full Name]
[Employee's Address]
[City, State, Postal Code]

Dear [Employee's Name],

I am writing to inform you that your employment with [Company Name] is terminated, effective [Termination Date]. This decision has been made after careful consideration and is based on [Reason for Termination].

****Employment Details:****

- Employee Name: [Employee's Full Name]
- Employee ID: [Employee's ID, if applicable]
- Position: [Employee's Position]
- Department: [Employee's Department]
- Start Date: [Employee's Start Date]
- Last Working Day: [Last Working Day]

****Reason for Termination:****

[Explain the reason for termination briefly and objectively, citing specific incidents or performance issues if applicable.]

****Final Pay and Benefits:****

You will receive your final paycheck, including any accrued and unused vacation days, on [Date of Final Paycheck]. Details of your final compensation are provided in the enclosed paycheck statement.

****Return of Company Property:****

Please return all company-owned property, including but not limited to keys, access cards, laptops, mobile phones, and any other assets, to [Designated Person or Department] no later than [Return Date].

****COBRA and Benefits Information:****

You will receive information about your eligibility for continuation of health insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) separately.

****Employee Exit Process:****

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You are expected to complete the employee exit process, including the return of company property and the retrieval of personal belongings, by [Exit Process Deadline]. Please schedule an exit interview with [HR Contact] at your earliest convenience.

****Confidentiality Obligations:****

You remain bound by the confidentiality and non-disclosure obligations outlined in your employment agreement, even after termination.

****Non-Disparagement:****

Both parties agree not to make any disparaging or negative remarks about each other.

****Governing Law:****

This termination is subject to the laws and regulations of [State].

If you have any questions or require further information, please do not hesitate to contact [HR Contact].

We appreciate your contributions during your time with [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Postal Code]

[Contact Information]