

Here is a template, totally free of charge!

However, **we don't recommend using it.**

Like all free templates on the internet, it hasn't been adapted to your specific needs.

Visit our website to easily create a [fully personalized document](#) for a low one-time fee.

Our lawyers work hard to keep everything updated and accurate.

You get all of the benefits of a lawyer at a fraction of the cost.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
\_\_\_\_\_

## Re: Termination of Employment

\_\_\_\_\_:

This letter is to inform you that your employment with \_\_\_\_\_ has been terminated effective immediately.

You have been terminated from your position with \_\_\_\_\_ for excessive tardiness.

Specifically, the following offenses have been noted:

\_\_\_\_\_

You were warned about this behavior as follows:

\_\_\_\_\_

Effective immediately, you are expected to return any items that are considered company property which remain in your possession. This includes keys, key cards,

computers, cell phones, tools, and any other item which may have been given to you by the company. Specifically, you shall return the following items:

\_\_\_\_\_

Your final paycheck will be as follows:

\_\_\_\_\_

You have accumulated time off, and this time off will be reflected in your final check. Your accumulated paid time off is as follows: \_\_\_\_\_.

You may transfer the following benefits received through our company:

\_\_\_\_\_

If you have any further questions regarding your termination, please direct them to the following person:

\_\_\_\_\_

If you would like, you may participate in an exit interview. Please contact the person listed above to schedule a date and time for your exit interview.

Please be advised that as a result of the Non-Disclosure Agreement you signed, you may not disclose any secret, non-public information such as policies, practices, customer lists, trade secrets or other confidential information. If you do, legal action may be taken.

According to the Non-Compete Agreement you signed, you are restricted in your post-employment activities as follows:

\_\_\_\_\_

Sincerely,

\_\_\_\_\_