**Termination Notice - Service Letter**

[Date]

[Employee name]

[Address]

Dear [name]:

As we have discussed, your employment with [company name] will terminate on [date].

*[If state law requires or the employer chooses to include a reason for termination, include that next. See the following example:*

*In accordance with state law, we are providing this service letter to express the reason for your termination. On [date], you violated the dress code policy (Employee Handbook, pg. X) for the fourth time. While we reserve the right to terminate employment at any point in the disciplinary process, we verbally warned you, warned you in writing and then suspended you without pay for a week for violating this policy. Subsequently, when you violated the dress code policy a fourth time, we made the decision to terminate the employment relationship.]*

**Health Care Continuation (COBRA)**You will receive information in the mail in the next few weeks on COBRA continuation of any health care benefits in which you are currently enrolled. Your health benefits will end effective [date]. Any questions regarding your health benefits and transition to COBRA can be addressed to [COBRA administrator name and contact information].

*[Add additional benefits details here (e.g., supplemental medical and dental coverage, group term life insurance, dependent life insurance, flexible spending account, profit sharing, 401(k) plan, etc.). Remember to check SPDs or plan documents to determine what benefits to include, obtain a good description of how the termination will impact coverage and any opportunity for continuation. Also add any contact information for questions on these benefit plans.]*

**Return of Company Property**  
Employees are required to return all company equipment immediately upon termination. Please be advised that [company name] considers refusal to return company property to be theft. If the below listed items are not returned by [insert date], law enforcement may be contacted.

[List items to be returned by the former employee]

**Final Pay**Your final paycheck will be available on [date]. In accordance with company policy and relevant state laws, you will receive pay for any accrued but unused vacation leave [insert date]. If you would like your final paycheck to be mailed, please contact [name] at [contact information].

To ensure you receive important documents and notices from [company name], please contact us if your address changes. If you have any questions, please call me at [phone number].

Sincerely,

[Name]

[Title]

Copy: Personnel File