**Termination Letter (Without Cause)**

**[Company Letterhead]**  
[Date]

**To:**  
[Employee’s Full Name]  
[Employee’s Job Title]  
[Department]

**Subject: Termination of Employment**

Dear [Employee’s Name],

We regret to inform you that your employment with **[Company Name]** will be terminated effective **[Last Working Day, e.g., March 31, 2025]**. This decision is not a reflection of your performance, but rather the result of [business restructuring/organizational changes/downsizing/other reason].

In accordance with company policy and applicable labor laws, you will receive:

* Your final paycheck, including payment for all work performed up to your last working day.
* Compensation for any unused vacation or leave days.
* [If applicable: Severance pay as outlined in your employment agreement or company policy.]

We request that you return all company property, including [ID badge, laptop, documents, keys, etc.], before your final working day.

Please note that you may contact **[HR Contact Name]** at **[HR Email/Phone Number]** regarding questions about your final pay, benefits continuation, or exit formalities.

We sincerely thank you for your contributions during your time at **[Company Name]** and wish you success in your future endeavors.

Sincerely,  
[Authorized Signatory Name]  
[Job Title]  
[Company Name]