Termination Letter



Even when employment is terminated in-person during a meeting with a supervisor, which is typically the case, an employee who is laid-off or fired will probably receive a termination letter.

A termination letter should be brief and factual. If an employee is terminated for cause the letter may itemize the reason(s) for the firing.

When the employee is laid-off or employment is terminated without a reason given (employment at will) the termination letter should provide information on benefits and severance provided, if any, and an ending date of employment.