

Notice  
**Termination of Employment**

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Date: [fill in]

Dear [fill in],

This notice is to inform you that your employment with [company name] is terminated. If you have any company property in your possession, please return it today. Please remove any personal items that you have at the office.

Benefits will cease according to company policy and you will be notified separately, to the extent required by the law, of any continuing rights you have under these policies.

We wish you well in the future.  
Sincerely,

[Company name ]

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**Final Pay Attached**

Your final paycheck is attached and is a full payment for hours worked.

The paycheck is for **\$ [fill in]**

Please sign below, acknowledging that you received this notice and the paycheck for your final wages.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_