

4 Employee Contract Termination Letter Sample Email Template

Termination Due to Company Restructuring

Subject: Important Information Regarding Your Role at [Company Name]

Dear [Employee Name],

I am writing to you today with some difficult news. Due to a restructuring of the company, your position is being eliminated, effective [Date].

This decision was not made lightly. [Company Name] has undertaken a reorganization to [briefly explain reason for restructuring, e.g., improve operational agility, better align with market changes, streamline departments]. Unfortunately, this has resulted in the elimination of certain roles, including yours.

We understand that this news is likely upsetting, and we want to assure you that this decision is based solely on business needs and is not a reflection of your performance. We deeply appreciate your contributions to [Company Name] during your time here. [Optional: Briefly mention a specific accomplishment or positive attribute].

[HR Contact Name] from our HR department will be in touch with you shortly to discuss the details of your separation package, including [list key elements of the package, e.g., severance pay, benefits continuation, outplacement services]. They will schedule a meeting to answer any questions you may have and provide the necessary paperwork.

In the meantime, please do not hesitate to reach out to me or [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number] if you have any immediate concerns.

We wish you the very best in your future endeavors.

Sincerely,

[Your Name] [Your Title] [Company Name]

Termination Due to Misconduct

Subject: Termination of Employment - [Employee Name]

Dear [Employee Name],

This letter is to inform you that your employment with [Company Name] is terminated, effective [Date].

This decision is a result of misconduct, specifically [Clearly and concisely describe the misconduct. Be specific and avoid generalizations. For example: 'violation of company policy regarding [Policy Name]' or 'unauthorized disclosure of confidential company information'].

[Optional: Briefly mention previous warnings or attempts to address the issue. For example: 'This follows a verbal warning issued on [Date] and a written warning issued on [Date] regarding similar behavior.']

We require you to return all company property, including your laptop, mobile phone, and any other company-issued items, to [Designated Person/Department] by [Date/Time].

Your final paycheck, including any accrued vacation time, will be mailed to your address on file on [Date]. Information regarding your eligibility for continued benefits, such as COBRA, will be included in a separate mailing.

We understand that this news may be difficult, and we encourage you to reach out to [HR Contact Person] at [HR Contact Email or Phone Number] if you have any questions regarding your final pay, benefits, or the return of company property.

We wish you the best in your future endeavors.

Sincerely,

[Your Name] [Your Title] [Company Name]

Termination During Probation Period

Subject: Termination of Employment - [Employee Name]

Dear [Employee Name],

This letter is to inform you that your employment with [Company Name] is being terminated, effective [Date].

As you are currently within your probationary period, we have assessed your performance and suitability for the role of [Job Title]. Unfortunately, your performance has not met the expectations outlined during your initial training and ongoing feedback sessions.

Specifically, [Briefly and factually mention 1-2 key areas where expectations were not met. E.g., "your performance in project X did not meet the required standards," or "there were concerns raised regarding Y skill."]. We discussed these concerns with you on [Date(s) of feedback sessions].

[Optional: Briefly mention any final compensation details. E.g., "Your final paycheck, including any accrued vacation time, will be mailed to your address on file on [Date]."].

Please return all company property, including your laptop, phone, and access badge, to [Designated person/location] by the end of your employment.

We wish you the best in your future endeavors.

Sincerely,

[Your Name] [Your Title] [Company Name]

Termination Due to Redundancy

Subject: Important Information Regarding Your Role at [Company Name]

Dear [Employee Name],

This letter is to inform you that your position as [Employee Position] at [Company Name] is being eliminated due to redundancy, effective [Date].

This decision was made after careful consideration of our current business needs and a restructuring of the [Department/Team] to improve overall operations. Unfortunately, this has resulted in the elimination of some roles, including yours.

We understand that this news is difficult, and we want to thank you for your contributions to [Company Name] during your time here. We truly appreciate your hard work and dedication.

To support you during this transition, we are offering the following:

- [Severance package details, including pay, benefits continuation, etc.]
- [Outplacement services, including career counseling, resume writing assistance, and job search support]
- [Information about your final paycheck and any outstanding vacation time payout]

Please schedule a meeting with [HR Contact Person] at [HR Contact Email or Phone Number] to discuss these details further and address any questions you may have. This meeting should take place before [Date].

We wish you the best in your future endeavors.

Sincerely,