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Sample letters of separation

It's vital that your termination letter is professional, concise, and detailed. You may need to use a different style of termination letter for voluntary and involuntary termination. This is because the format and tone of the letter can change depending on the circumstance.

Voluntary termination letter example

July 12, 2020

Dear John Rye,

This letter informs is to inform you that we have decided to end your employment contract. Hence, your services are no longer required at The Wavewood Group past the 31st of July, 2020. We are outsourcing the tasks performed by your department to a specialized agency beginning next month.

We request you complete all the projects that have been assigned to you by the end of the month, as you will no longer have access to our servers from the 1st of August, 2020. Please also submit any pending invoices before this date, and the accounts department will clear them after ratification by the HR department. Thank you for your hard work throughout this contract. Please contact me with any questions you may have.

Sincerely,
Peter Smith
Customer Relations Manager
The Wavewood Group

Involuntary termination letter example

July 12, 2020

Dear Jane Salmon,

This letter informs you that you are being terminated with cause, effective immediately. This termination is occurring because you have breached the terms of your contract by sharing confidential information with individuals outside the company. This breach of contract gives us the right to expel you from the company without notice, and we are exercising that right.



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Please note that as of this moment, you will no longer have access to the company servers. This month's salary will be paid to you in full at the end of the month. Kindly return all company assets provided to you as a part of your position, such as the company laptop, printer, and mobile phone. Thank you for your service.

Sincerely,
Jack Spanner
CEO
The Wavewood Group

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