**Simple Termination Letter Format and Sample # 1**

Here you can have a look at the sample of termination letter: (Termination Letter formatted Word file available for download at the end of the article)

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March 11, 2021

Mr. Josh Oliver,  
9th Street,  
East Village, Manhattan 40702.

**Subject: Letter of Termination**

Dear Josh,

This letter is to follow up on our discussion from our meeting today that your employment with Cardiff Organization is terminated immediately in effect.

Since your employment with Cardiff Organization has been less than one year you will be given two weeks’ severance pay. You will receive the payment as soon as you have signed & returned the enclosed release of claims documents.

Moreover, your accrued Paid Time off (PTO) payment will be added to your final cheque from us which will be deposited on a conventional day, Monday. It can be collected at our reception desk or mailed to your address, the choice is yours. Let us know.

The status of your benefit upon termination can be determined by a separate letter of benefits. Your letter will contain information about your ability to maintain your group health benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Your identification swiping pass, office key, & the laptop & mobile provided by the organization were already given to us at the closing meeting.

You must ensure to keep the organization updated about your contact details so that we are able to provide you with documentation including your W-2 form & COBRA follow up in the future.

Please inform us if we can provide you with assistance during your transition.

Regards,  
Eva George,  
Manager, Human Resources.