**Termination for Cause Letter Format and Sample**

Here’s a sample you can use while laying off an employee: (Termination Letter formatted Word file available for download at the end of the article)

Tom Brown,  
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February 8th, 2021

Peter Weber,  
2020 Street,  
Dallas, Texas 7581,  
444 Main Rd,  
Downtown County 8900.

**Subject: Termination Letter**

Dear Peter.

We regret to inform you that from this date onward i.e. 8th February 2021, your contract as a Mission Ace employee is terminated.

Due to the unforeseen economic recession, our business has been negatively affected. The decision to remove the marketing department was unanimously agreed upon in yesterday’s HR meeting. It was difficult since many of our dedicated employees including yourself work in that department but to avoid a crisis; we had to consider the company’s future. The functions of this department will be handed over to Sales since that is where Mission Ace needs to focus on in order to survive.

There is an outplacement program to compensate for this unexpected termination which will cover your health insurance for all the years you were employed, you will also receive a paycheck amounting of half a year’s salary & a temporary job at one of our sister companies.

Kindly receive your paycheck & documents for the temporary job from Mindy in HR. She will guide you accordingly & make sure you have everything you need to begin your career elsewhere. She will also recommend a career consultancy whose services we’d advise you to seek, so this process is easier for you.

We are in touch with your insurance company & you will be contacted by them to confirm your status regarding job & pay. Mindy in HR will let you know the details regarding your health insurance.

Mission Ace confirms that you have returned the company car that you had been given 6 years into your employment. It is in suitable condition & you will not be charged with any fine. Your car insurance with the company has also been terminated & you are no longer responsible to pay its dues in the future.

We would like to thank you for co-operating with us patiently. We understand this has been a trying time for our employees & we appreciate & commend your loyalty & dedication to our company. If you require any reference letters on behalf of your supervisors, kindly email us & we will help you in this matter. Mission Ace will always remember you for your service to our company & you will be missed by your colleagues. We wish you the best of luck for your future!

Regards,  
Tom Brown.