

Ch: 10 Sample Termination Letter

[Your Law Firm's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Re: Termination of Employment

I am writing to inform you, with regret, that your employment with [Law Firm Name] will be terminated effective [Termination Date]. This decision has been reached after careful consideration, and it is based on the following grounds:

[Clearly and concisely outline the specific reasons for termination, including any performance issues, policy violations, or other relevant factors.]

Throughout your employment, we have provided you with feedback and support in an effort to address the concerns mentioned above. Unfortunately, despite our collective efforts, the necessary improvements have not been achieved.

Your final compensation, including any remaining salary, accrued vacation pay, or other applicable benefits, will be provided to you as outlined in our company policies and your employment contract.

We kindly request that you return all company property, including keys, access cards, and any other items issued to you during your employment, on or before your last working day.

By signing this letter, you acknowledge that you have received notice of your termination and understand the terms and conditions associated with it.

Please remember that our firm expects all employees, even those whose employment has ended, to maintain strict confidentiality regarding any client or company information.

If you have any questions or need clarification regarding the termination process or any related matters, please do not hesitate to contact our Human Resources department at [HR Contact Information].

We wish you success in your future endeavors and thank you for your contributions during your time at [Law Firm Name].

Sincerely,
[Your Name]
[Your Title]
[Law Firm Name]
[Contact Information]

[Form for Employee Acknowledgment]

I, [Employee's Name], have received and read the termination letter dated [Date], issued by [Your Name], [Your Title], on behalf of [Law Firm Name]. I understand the contents of the letter and acknowledge the termination of my employment with [Law Firm Name] effective [Termination Date].

[Employee's Signature]
[Law Firm Name]
[Date]