Termination email

Send it the same day as the termination meeting, ideally within an hour of it ending, so the employee has the details in writing while the conversation is fresh. Never send it before the employee has heard the news from a person.

STANDARD CONFIRMATION

Subject: Confirmation of the end of your employment

Hi [First Name],

This email confirms what we discussed today: your employment with [Company] as [Job Title] ends effective [Termination Date].

Here is what happens next:

- Final pay: your final paycheck, including [hours worked through Termination Date / accrued, unused PTO where applicable], will be paid on [Final Pay Date] by [direct deposit / check].
- Benefits: your health coverage continues through [Coverage End Date]. You'll receive information about continuing coverage under COBRA from [Plan Administrator] by mail.
- Company property: please return your [laptop, badge, keys, other items] by [Return Date]. [Return instructions, prepaid label, or drop-off location].
- Documents: your formal termination letter is attached. [Any other attached documents, such as an unemployment insurance notice.]

If you have questions about pay, benefits or anything in this email, contact me directly at [Phone Number] or [Email].

[Your Name]
[Title], [Company]

PERFORMANCE, AFTER A PIP

Subject: Your employment with [Company]: next steps

Hi [First Name],

As we discussed in our meeting today with [Manager Name], [Company] has decided to end your employment, effective [Termination Date]. This follows the performance improvement plan that began on [PIP Start Date] and the review held on [Review Date].

Your final paycheck will be paid on [Final Pay Date]. It includes [details of what is included]. Your benefits end on [Coverage End Date], and COBRA continuation information will come from [Plan Administrator].

Please return [Company Property] by [Return Date] using [Return Method]. Your access to company systems has been closed; if you need any personal files from your work account, let me know by [Date]

and we'll arrange to send them.

The attached letter sets this out formally. You can reach me at [Phone Number] with any questions.

[Your Name]
[Title], [Company]

DURING PROBATION OR INTRODUCTORY PERIOD

Subject: End of your employment during the introductory period

Hi [First Name],

Thank you for meeting with [Manager Name] and me today. As discussed, [Company] has decided not to continue your employment past the introductory period. Your last day of employment is [Termination Date].

You'll be paid for all hours worked through [Termination Date] on [Final Pay Date]. [Benefits note, e.g. You were not yet enrolled in benefits / Your coverage ends on Coverage End Date.]

Please return your [badge / uniform / equipment] to [Location or Contact] by [Return Date].

If you have any questions, call me at [Phone Number].

[Your Name]
[Title], [Company]

REMOTE EMPLOYEE

Subject: Confirming today's conversation and next steps

Hi [First Name],

Following our video call today with [Manager Name], this email confirms that your employment with [Company] ends effective [Termination Date].

What to expect:

- Final pay of [details] will be deposited on [Final Pay Date].
- Health coverage runs through [Coverage End Date]. COBRA information will arrive by mail from [Plan Administrator].
- A prepaid return box for your [laptop and accessories] will arrive at [Home Address on File] by [Delivery Date]. Please send it back within [Number] days.
- Your system access has ended. If you need personal files or pay documents, reply here and I'll help.

Your termination letter is attached. I'm available at [Phone Number] if you want to talk anything through.

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Confirmation of the end of your employment
- Your employment with [Company]: next steps
- Follow-up to today's meeting
- Final pay, benefits and property return details
- Separation details and attached letter
- Confirming today's conversation and next steps

SMS / WHATSAPP VERSION

Hi [First Name], this is [Your Name] from [Company] HR. Following today's conversation, I've emailed details about your final pay, benefits and returning company property to [Personal Email]. Please call me at [Phone Number] with any questions.

Placeholders to replace: [First Name], [Job Title], [Termination Date], [Final Pay Date], [Coverage End Date], [Plan Administrator], [Return Date], [Company Property], [Manager Name], [PIP Start Date], [Review Date], [Personal Email], [Your Name], [Title], [Company], [Phone Number]