**Sample Employee Termination Letter**

Dear [INSERT EMPLOYEE'S NAME],

Your services as [INSERT JOB TITLE], with the [INSERT BUSINESS NAME], are hereby terminated.

This letter shall serve as written notice of the termination of your contract of employment with [INSERT BUSINESS NAME], as well as documentation of the meeting held on [INSERT DATE] in which you were informed of the same.

In keeping with the contractual agreement, the Direct Primary Care Alliance will pay you for the next 30 days.

Please immediately turn over all materials associated with your work as [INSERT JOB TITLE] with [INSERT BUSINESS NAME] including, but not limited to, documents, files, hardware, software and associated licenses, account passwords, keys, etc.

[INSERT BUSINESS NAME] thanks you for your service and offers the most heartfelt wishes in your future endeavors.

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[INSERT PHYSICIAN’S NAME], Owner