

# Contract Termination Confirmation

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter serves as formal confirmation of the termination of your employment contract with [Company Name], effective [Last Working Day]. We acknowledge receipt of your resignation letter dated [Date of Resignation].

We appreciate your contributions during your tenure with us and wish you success in your future endeavors.

Please ensure that all company property is returned by your last working day. If you have any questions regarding your final paycheck or benefits, do not hesitate to reach out to HR.

Thank you for your time at [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]