

# Employment Contract Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day]. This decision has been made due to [brief explanation of reasons, if appropriate].

We appreciate your contributions during your tenure and wish you the best 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, please do not hesitate to contact [HR Contact Name] at [HR Contact Number] or [HR Contact Email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]