

Subject: Follow-Up on Termination Notice

Dear [Employee's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding your termination notice dated [Date of Termination Notice].

This is a reminder to ensure that all necessary steps are taken prior to your last working day on [Last Working Day]. Please return any company property and complete any outstanding tasks.

If you have any questions or need further clarification regarding your termination process, do not hesitate to reach out. We are here to assist you during this transition.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]