

Employment Termination Agreement

Date: [Insert Date]

Employee Name: [Employee's Name]

Employee Address: [Employee's Address]

Dear [Employee's Name],

We are writing to formally inform you that your employment with [Company Name] will be terminated effective [Termination Date] due to the expiration of your contract dated [Contract Start Date].

Your contributions during your tenure have been greatly appreciated, and we thank you for your hard work and dedication.

Please arrange to return any company property before your last working day. Your final paycheck will be processed in accordance with our normal payroll schedule.

If you have any questions regarding your final paycheck or benefits, please do not hesitate to reach out to us.

Thank you once again for your contributions to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]