

# Employment End Notice

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, e.g., MM/DD/YYYY]. This decision was made after careful consideration and is in accordance with [Company Policy/Reason for Termination].

Please arrange to return any company property and settle any outstanding matters with your supervisor before your last day of employment.

We appreciate your contributions to [Company Name] and wish you success in your future endeavors.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]