

# Termination of Employment Contract

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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., two weeks from today's date]. This decision has been made after careful consideration.

Your contributions to the company are appreciated; however, we believe that this decision is in the best interest of both parties.

We request that you return all company property by your last working day. You will receive your final paycheck and any accrued vacation pay in accordance with company policy.

If you have any questions regarding your final paycheck or benefits, please feel free to contact our HR department at [HR contact information].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]