

# Direct Job Cessation Notice

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

[Company's Name]

[Company's Address]

Dear [Employee's Name],

This letter serves as formal notice of the cessation of your employment with [Company's Name], effective [Last Working Day, Date]. This decision has been made after careful consideration and in accordance with company policy.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Please arrange to return any company property and complete the necessary exit procedures with HR.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]