

Service Agreement Termination 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 agreement with [Company Name] will be terminated effective [Termination Date]. This decision has been made due to [reason for termination, if appropriate].

Please take note of your final paycheck, which will be issued on [Final Pay Date]. You are also advised to return any company property before your last working day.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]