Letter of Employment Conversion

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you about the decision regarding your employment status with [Company Name]. Following a thorough review of your situation during the suspension period, we regret to inform you that your employment will be converted from suspension to termination effective [Effective Date].

This decision has been made based on [briefly state the reasons for termination if appropriate, keeping it professional and concise].

We appreciate the time you have spent working with us and wish you the best in your future endeavors. Please arrange to return any company property and settle any outstanding matters.

If you have any questions regarding this decision, please feel free to contact [Contact Person's Name] at [Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]