

Employment Agreement Termination Alert

Date: [Insert Date]

To: [Employee's Name]

From: [Employer's Name]

Subject: Termination of Employment Agreement

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision has been made after careful consideration and in accordance with the terms outlined in your Employment Agreement.

The reasons for this decision include [briefly state reasons, if applicable]. We encourage you to reach out to [HR/Manager's Name] should you have any questions or require further clarification.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]