

Field Service Termination Notification

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to formally notify you of the termination of your field service employment with [Company Name], effective [Termination Date]. This decision has been made after careful consideration, and we appreciate your contributions during your time with us.

As per our agreement, your final payment will be processed and will include:

- Last month's salary: [Amount]
- Unused vacation days: [Number of days] at [Amount]
- Any outstanding reimbursements: [Amount]

The total final payment amount will be: [Total Amount]. This payment will be issued to you on [Payment Date]. Please ensure that your schedule is clear for the return of company property.

If you have any questions regarding your final payment or the termination process, please do not hesitate to reach out.

Thank you for your efforts and dedication while working with us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]