

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We would like to formally inform you that your casual employment with [Company Name] will be ending on [Last Working Day]. We appreciate your contributions during your time with us.

Your final paycheck will include all wages up to your last day of work, and any accrued leave. Please ensure that you return any company property before your departure.

Thank you for your hard work and dedication. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]