

# Termination Notice

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment as a casual laborer with [Company Name] will be terminated effective [Termination Date].

This decision has been made due to [brief reason for termination, e.g., completion of project, lack of work, etc.]. We appreciate the effort and time you have dedicated to our team.

Please arrange to return any company property by [return date]. Your final paycheck, including any owed wages, will be processed and delivered to you by [payment date].

Thank you for your contributions, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]