

Termination of Employment

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that your casual employment with [Company Name] will be terminated effective [Termination Date]. This decision was made after careful consideration of [brief reason for termination, if applicable].

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

Please return any company property in your possession by [return date]. If you have any questions regarding your final paycheck or benefits, feel free to reach out.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Company Name]