

# Termination of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment as a part-time casual laborer with [Company Name] will be terminated effective [Last Working Day, e.g., immediately, or specific date].

This decision has been made based on [briefly state reason if applicable, e.g., performance issues, business needs, etc.]. We appreciate the efforts you have made during your time with us.

All final pay for hours worked will be processed and available to you on the regular pay schedule. Please return any company property by your last working day.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]