

Termination Notification

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

This letter serves as a formal notification regarding the termination of your temporary employment with [Company Name], effective [Last Working Day]. Your last day of work will be [Last Working Day].

The decision to terminate your employment was made due to [reason for termination, e.g., project completion, unsatisfactory performance, etc.]. We appreciate the contributions you made during your time with us.

Please return any company property by your last working day. Your final paycheck will be processed and sent to your address on file.

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

Thank you for your time and efforts during your tenure at [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]