

Notice of Termination of On-Call Services

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that we are terminating your on-call services effective [Insert Termination Date]. This decision has been made after careful consideration and review of our current needs.

Please ensure that all outstanding tasks are completed by your last working day, and return any company property in your possession at that time. We appreciate the services you have provided during your time with us.

If you have any questions or need further clarification, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]