

End of Service Agreement Notification

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We hope this message finds you well. This letter serves as a formal notification regarding the end of your service agreement with [Company Name], effective [Last Working Day].

As per the terms of your employment contract, we would like to remind you of the following:

- Your final paycheck will be processed on [Payment Date].
- Any outstanding benefits or entitlements will be settled according to company policy.
- Please ensure that all company property is returned by your last working day.

If you have any questions or require further clarification, do not hesitate to reach out to [HR Contact Name] at [HR Contact Email or Phone Number].

Thank you for your contributions to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]