

Job Release Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Employer's Name/Company Name]

Subject: Official Job Release Notification

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be officially terminated effective [Last Working Day]. This decision has been made after thorough consideration and is in accordance with company policy.

Please ensure that you return all company property and complete any necessary exit procedures by your last working day.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]