

# End of Employment Agreement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally notify you of the termination of my short-term employment agreement with [Company's Name], effective [Last Working Day, e.g., October 31, 2023]. As per our agreement, I am providing [notice period, e.g., two weeks] notice.

I appreciate the opportunities I have received during my time at [Company's Name] and look forward to staying in touch in the future.

Thank you for your understanding.

Sincerely,

[Your Name]