

# Termination of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your interim employment with [Company's Name] as [Job Title] will be terminated effective [Termination Date]. This decision has been made in accordance with the terms outlined in your employment agreement.

We appreciate your contributions during your time with us and wish you the best in your future endeavors. Please return any company property by your last working day.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]