

# Termination of Employment Contract

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment contract with [Company Name] will be terminated effective [termination date]. The decision has been made after careful consideration and is in accordance with the terms specified in your contract.

Please ensure that you return all company property and complete any outstanding tasks before your departure. We will arrange for your final paycheck, which will include any owed compensation up to your last day of work.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]