

Notice of Cessation of Employer Interaction

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Subject: Cessation of Employer Interaction

Dear [Employee Name],

We are writing to inform you that, effective immediately, all direct interactions between you and [Company Name] will be ceased. This decision has been made following [brief reason for the cessation, e.g., recent performance reviews, behavioral concerns, etc.].

We understand that this may raise questions, and we encourage you to reach out to [Human Resources Contact/Department] at [HR Contact Information] for further clarification or assistance if needed.

We appreciate your contributions to the company and wish you the best moving forward.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Email Address]

[Phone Number]