

# Employment Cessation Letter

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment as the Collection Manager at [Museum Name] will be terminated effective [Termination Date]. This decision was made after careful consideration and is in accordance with our organizational policies.

Your contributions to the museum, particularly in the management and preservation of our collections, have been greatly appreciated. We commend your dedication and hard work during your tenure.

Please arrange a meeting with Human Resources to discuss your final paycheck, benefits, and the return of museum property.

Thank you for your service, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Museum Name]

[Contact Information]