

Termination Notice

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Museum Name] will be terminated effective [Last Working Day]. This decision has not been made lightly and comes after careful consideration of your performance and contributions to the museum.

Please return all museum property, including keys, identification cards, and any other materials, by your final day of employment. You will receive your final paycheck and any accrued vacation pay in accordance with our company policy.

We appreciate your contributions during your time at [Museum Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Museum Name]

[Museum Address]

[City, State, Zip Code]