

Service Termination Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We regret to inform you that [NGO Name] has decided to terminate your services effective [Termination Date]. This decision has been made after careful consideration and is in accordance with our organizational policies.

We appreciate the contributions you have made during your time with us, and we wish you the best in your future endeavors. Please ensure that all organizational property is returned by the termination date.

If you have any questions or need further clarification, please feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[NGO Name]

[NGO Address]

[City, State, Zip Code]