

Employment Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day] due to your relocation.

We appreciate your contributions during your time with us and wish you all the best in your future endeavors.

Please contact HR for any final paperwork and details regarding your benefits.

Sincerely,

[Your Name]

[Your Position]

[Company Name]