

Job Termination Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] as an interim [Job Title] will be terminated effective [Termination Date]. This decision has been made in accordance with the terms of your contract.

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

Please return all company property before your final day of work.

If you have any questions regarding your final paycheck or benefits, please contact [HR Contact Name] at [HR Contact Phone Number].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]