

Termination Notice

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] as a temporary employee will be terminated effective [Last Working Day, e.g., "immediately" or "on MM/DD/YYYY"]. This decision was made after careful consideration of our current staffing needs.

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

Should you have any questions regarding this notice, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]