

End-of-Term Employment Termination Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We would like to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., December 31, 2023]. This decision is in accordance with the end-of-term provisions of your contract.

We appreciate your contributions during your time with us and wish you the best in your future endeavors. Please ensure that you return all company property before your departure.

If you have any questions or need further assistance, feel free to contact us.

Thank you for your hard work and dedication.

Sincerely,
[Your Name]
[Your Position]
[Company Name]