

# Formal Notice of Job Termination

Date: [Insert Date]

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

Dear [Employee's Name],

This letter serves as a formal notice of termination of your employment with [Company Name], effective [Last Working Day, e.g., two weeks from today's date].

As discussed in our recent meeting, this decision was made in accordance with the terms of your employment and the end of your contract period. Your contributions to the team have been appreciated, and we wish you all the best in your future endeavors.

Please return all company property by your last working day. Your final paycheck will include payment for any accrued vacation time, which will be sent to your address on file.

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

Thank you for your service to [Company Name].

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]