

# Job Termination Notice

Date: [Insert Date]

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

Dear [Employee's Name],

We are writing to formally notify you that your employment with [Company Name] will be terminated effective [Termination Date] upon the completion of your term as outlined in your employment agreement.

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

If you have any questions, please feel free to reach out.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]