

Termination of Employment

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

Subject: Termination of Employment Due to Term Limits

Dear [Employee's Name],

We are writing to formally notify you that your employment with [Company Name] is being terminated effective [Last Working Day]. This decision is made in accordance with the term limits outlined in your employment agreement.

We appreciate the contributions you have made during your tenure with us and acknowledge the important role you have played in our team.

Your final paycheck, including any accrued vacation days, will be provided to you on your last working day.

If you have any questions regarding your final settlement or benefits, please do not hesitate to reach out to HR at [HR Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]