

# Termination of Remote Work Agreement

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your remote work agreement with [Company Name] will be terminated effective [Insert Termination Date]. This decision is in accordance with the terms outlined in your agreement.

The primary reasons for this termination include [reason for termination, e.g., performance issues, company reorganization, etc.]. We appreciate the contributions you have made during your time with us.

Please ensure that you return all company property and settle any outstanding matters by your last working day.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]