

End of Service Advisory Letter

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to formally inform you that your employment with [Company Name] will terminate effective [Last Working Day, e.g., "March 1, 2023"]. This decision has been made following [brief reason for termination, e.g., "a recent organizational restructure"].

Your last day of service will be [Last Working Day]. We would like to extend our gratitude for your contributions during your tenure at [Company Name]. We appreciate your efforts and dedication.

Please ensure that all company property is returned to your supervisor by your last day. Your final paycheck will include any outstanding compensation and will be processed in accordance with the company's payroll schedule.

If you have any questions or need assistance during this transition, please do not hesitate to reach out to [HR contact name] at [HR contact email] or [HR contact phone number].

Thank you once again for your service to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]