

# Employment Contract Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

We regret to inform you that due to your recent relocation to [New Location], we must terminate your employment with [Company Name], effective [Termination Date].

Your contributions to our team have been greatly valued, and this decision was not made lightly. We understand that this change is necessary for you and wish you all the best in your future endeavors.

Please ensure that you return any company property by [Return Date]. You will receive your final paycheck and any remaining benefits as per the company policy.

If you have any questions or need further assistance, please do not hesitate to contact the HR department.

Thank you for your service to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]