

# Employment Contract Termination Notice

Date: [Insert Date]

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

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated, effective [Termination Date]. This decision is in accordance with the notice period stated in your employment contract.

As per our agreement, you will serve a notice period of [Notice Period Duration], which will end on [Last Working Day]. During this time, we expect you to fulfill your duties and responsibilities effectively.

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

If you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[Contact Information]