

Termination of Employment Contract

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 [Last Working Day], due to personal reasons.

This decision was not made lightly, and we appreciate the contributions you have made during your time with us. Your skills and dedication will certainly be missed.

Please arrange to return any company property by your last working day. We will provide you with your final paycheck and any applicable benefits as per company policy.

If you have any questions regarding the termination process or your entitlements, please do not hesitate to contact us.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]