

Job Termination Announcement

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [termination date]. This decision was made after careful consideration based on [reason for termination].

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

Please arrange to return any company property before your last day of employment.

Sincerely,
[Your Name]
[Your Position]
[Company Name]