

End of Service Notification

Date: [Insert Date]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day]. This decision is in accordance with [mention reason if applicable, e.g., company policy, performance issues, etc.].

We appreciate your contributions during your time with us and wish you the best in your future endeavors. Your final paycheck, including any accrued vacation or benefits, will be processed according to company policy.

If you have any questions regarding your final paycheck or other separation details, please contact [HR Contact Name] at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title]
[Company Name]