

# Case Closure Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that your employment dispute case, referenced as [Case Number], has been successfully closed as of [Closure Date]. We appreciate your cooperation throughout this process.

The terms of settlement reached during this case are as follows:

- [Term 1]
- [Term 2]
- [Term 3]

Please note that all parties involved have agreed to the terms, and by signing this notification, you acknowledge your acceptance of the closure of this case.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]