

Employee Contract Termination Discussion

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We invite you to a discussion regarding the termination of your employment contract with [Company Name]. This meeting aims to address the circumstances surrounding your employment and to outline the necessary steps moving forward.

Meeting Details:

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location]

It is important for you to attend this meeting, as we will discuss your rights, final compensation, and any additional benefits you may be entitled to. Please confirm your attendance at your earliest convenience.

If you have any questions before the meeting, feel free to reach out to me directly.

Thank you,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]