

Job Termination Notice

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] as a catering service employee will be terminated effective [Termination Date]. This decision has been made after careful consideration and is based on [briefly state reason, if appropriate, e.g., performance issues, company restructuring, etc.].

Please return any company property in your possession by your last day of work. Your final paycheck will include payment for all hours worked up to your termination date.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]