

Employment Termination Notice

Date: [Insert Date]

To: [Employee's Name]

Position: Bar Staff

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is terminated effective [Termination Date]. This decision is based on [reason for termination, e.g., performance issues, company policy violations, etc.].

Please return any company property in your possession by [Return Date]. You will receive your final paycheck, including any unused vacation days, on your next scheduled payday.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]