

Service Termination Letter

Date: [Insert Date]

[Associate's Name]

[Associate's Address]

[City, State, Zip Code]

Dear [Associate's Name],

We regret to inform you that your association with [Company Name] will be terminated effective [Termination Date]. This decision was reached after careful consideration and review of [reasons for termination, if applicable].

Please ensure that all company property is returned to us by your last working day. Your final paycheck and any remaining benefits will be processed according to our standard procedures.

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

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]