

Employment Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as a formal notice of termination of your employment with [Company Name] effective [Last Working Day]. This decision has been mutually agreed upon between you and the management.

We appreciate your contributions during your time with us and wish you all the best in your future endeavors. Please return any company property before your last working day and complete the necessary exit procedures with the human resources department.

If you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]