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May 2, 2018

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: TERMINATION OF YOUR EMPLOYMENT

Dear [CONTACT NAME],

We regret to inform you that your employment with this firm is terminated effective on receipt of this letter for the following reason(s):

[DETAIL REASONS]

Please vacate the premises immediately with your personal possessions. We will forward your salary earned to date in due course together with any vacation pay to which you are entitled. Within [NUMBER] days of termination we shall issue you a statement of accrued benefits. Any insurance benefits shall continue in accordance with applicable law and/or provisions of our personnel policy.

Please contact [NAME], at your earliest convenience, who will explain each of these items and arrange with you for the return of any company property.

Yours truly,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com

Company Name
Street, City, State/Province, Zip/Postal code Tel: (000) 000-0000 / Fax: (000) 000-0000
www.yourwebsite.com

ANNOUNCEMENT OF LEAVING EMPLOYEE LETTER

{{Address Sender}}

Date: October 15, 2020

{{Name Recipient}}
{{Address Recipient}}

Subject: {{Subject}}

Dear Sir/Madam {{Name}},

We would like to regretfully inform you that {{employee name and job title}} will no longer be working with us effective {{last working date}}.

This is a great loss to the company, but we can only wish {{leaving employee}} the best of luck in {{his / her}} future challenge.

{{Leaving employee name}}'s duties will be assumed by {{replacing employee}}.

Yours sincerely,

{{Signature}}

{{Formal Name}} {{Title}}

COMPANY NAME

**WE'RE
HIRING!**
JOIN OUR TEAM

POSITIONS AVAILABLE:

- GENERAL MANAGER
- CUSTOMER SERVICE
- OFFICE DIRECTOR
- GRAPHIC DESIGNER
- OPERATION MANAGER
- CASHIER

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758 MAIN STREET, BLD 552, YOURCITY 12345



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