

## LETTER OF TERMINATION OF EMPLOYMENT

"[INSERT DATE]"

"[Insert Address Line 1]"

"[Insert Address Line 2]"

"[Insert Address Line 3]"

# SAMPLE

RE: LETTER OF TERMINATION OF EMPLOYMENT

Dear "[Insert Name]" ,

This letter serves as notice of the termination of your employment with

"[Insert Company Name]" effective from "[Insert Termination Date]"

The reason for termination of your employment with reference to the employment agreement are as a result of "[Insert Reasons for Termination of Employment]" .

The following company items are set in must be returned prior to

"[Insert Date]"

- "[Insert Item to be Returned]"

Sincerely,

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"[Insert Signatory's Name]"

**Authorised Signatory**