

[Date]

[Employee's Name]  
[Employee's Address]  
[City, State, ZIP]

Subject: Employment Contract Termination

Dear [Employee's Name],

This letter is to formally notify you that your employment with [Company Name], as governed by the contract dated [Start Date], will be terminated effective [Termination Date].

The reason for this termination is [reason, e.g., redundancy, unsatisfactory performance, breach of contract, etc.]. All outstanding salary and entitlements up to your final working day will be paid in accordance with company policy and relevant law.

Please return all company property in your possession by your last working day. Your final paycheck will be provided after the completion of all necessary formalities.

If you have any questions regarding this termination or your final entitlements, please contact [HR/Manager's Name] at [HR Contact Information].

We thank you for your efforts during your employment and wish you the best for your future endeavors.

Sincerely,

[Authorized Signatory Name]  
[Position]  
[Company Name]