

Employment Termination

Dear _____ ,

We regret to inform you that we will be ending your term of employment with us, as of _____. Please consider the aforementioned date as your last day of work.

This is done in compliance with the minimum notice period required by your contract.

You are required to return any of the company's material, documents or equipment to which you had access during the period of your contract.

As with all employees, you are bound by our confidentiality and data protection policies.

You are entitled to be paid the amount of _____ in accordance with the terms of your contract. We will provide such payment during the month following your notice period end.

We would like to thank you for your contribution and we wish you all the best for the future.

Sincerely yours,

The HR Team.

Date
Company Signature

Date
Employee Signature