

Immediate termination due to critical reasons

Subject: Immediate Termination of Appointment

Dear [Recipient Name],

This is to inform you that your appointment as [position/title] effective from [start date] has been terminated immediately due to [reason]. Kindly return all organization property and complete any pending formalities.

We appreciate your past contributions and wish you the best in your future endeavors.

Regards,

[Your Name]

[Position]

[Organization Name]

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