

Official termination of professional appointment

Subject: Termination of Your Appointment

Dear [Recipient Name],

We hereby formally terminate your appointment as [position/title] with [Organization Name], effective [termination date]. This decision has been taken after careful consideration due to [reason].

Please ensure that all necessary handovers and formalities are completed promptly.

Sincerely,

[Your Name]

[Position]

Get more templates here:

<https://www.lettersandtemplates.com/letters/appointment-cancellation-or-termination-letter>