

Employment Contract Termination Letter

Subject: Termination of Employment Contract

Dear [Employee's Name],

This letter serves as formal notice that your employment contract with [Company Name], dated [Start Date], will be terminated effective [End Date]. This decision has been made after a thorough review and is in line with the terms stated in your contract.

You will receive all entitled compensation, including final salary, accrued leave, and other benefits, by [Payment Date]. Please arrange for the return of any company property by your last working day.

We thank you for your contributions to the organization and wish you the very best in your future endeavors.

Sincerely,

[Manager's Name]

[Title]

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