

Job Appointment Cancellation Or Termination Letter

Dear [Employee Name],

I am writing to inform you that your employment with [Company Name] will be terminated/cancelled, effective immediately. [State reason for termination/cancellation, if applicable, e.g. "due to company restructuring," "due to your violation of company policies," etc.]

We regret having to take this action, but after careful consideration, we believe it is in the best interests of the company. We appreciate the hard work and dedication you have shown during your time with us, and we wish you all the best in your future endeavors.

[If applicable, include details about final paycheck, severance package, etc.]

If you have any questions or concerns regarding your termination/cancellation, please do not hesitate to contact me or the Human Resources department.

Thank you for your service to the company.

Sincerely,

[Your Name]

[Title]