

Heartfelt Termination Letter

Subject: Notice of Employment Termination

Dear [Employee Name],

It is with regret that we must inform you of the termination of your employment with [Company Name] effective [Termination Date]. This decision is in accordance with the at-will employment agreement.

We recognize your contributions and dedication during your tenure. Please know that this decision is not a reflection of your efforts. We wish you success and hope you find opportunities that align with your strengths.

Warm regards,

[Manager Name]

[Title]

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