

# Sample Letter for Termination of Employment Contract with Prior Notice

A **sample letter for termination of employment contract with prior notice** serves as a formal document used by employers or employees to communicate the intention to end the employment relationship while adhering to the agreed-upon notice period. This letter outlines the key details such as the reason for termination, the last working day, and any obligations during the notice period, ensuring clarity and professionalism. Using a well-structured sample letter helps maintain legal compliance and supports a smooth transition for both parties involved in the contract termination process.

## Sample Letter Template

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employee's Name or Employer's Name]

[Their Position or Department, if applicable]  
[Company Name or Address, if applicable]  
[City, State, ZIP Code]

Dear [Employee's Name or Employer's Name],

This letter serves as formal notice of termination of the employment contract dated [contract start date] between [Company Name/Your Name] and [Employee's Name/Employer's Name]. In accordance with the terms of our agreement, we are providing [number of weeks/months] prior notice as required.

The reason for termination is [briefly state reason, e.g., restructuring, performance, personal needs, etc.]. Your last working day will be [last working day, in accordance with the notice period].

During the notice period, you are expected to [outline any duties, handover requirements, or expectations during the notice period]. Please return all company property and settle any outstanding matters by your last day of employment.

We thank you for your contributions during your time with [Company Name], and we wish you all the best in your future endeavors. If you have any questions regarding your final paycheck, benefits, or other matters, please do not hesitate to contact [HR contact name and information].

Sincerely,  
[Your Name]  
[Your Position]