

Formal Notice of Contract Termination

[Employer's Letterhead or Company Name]

Date: [Insert Date]

Employee Name: [Insert Employee's Full Name]

Employee Address: [Insert Employee's Address]

Dear [Employee's Name],

This letter serves as formal written notice of the termination of your employment contract with [Company Name], effective [Termination Date].

The reason for this action is as follows: [Briefly state the reason for termination, e.g., redundancy, performance-related issues, misconduct, closure of department, etc. If not legally required to state a reason, you may simply say "as per the terms of your employment contract"].

In accordance with the terms of your contract and [reference applicable laws or company policies], you are hereby given [Notice Period if required] notice, with your final working day being [Last Working Day].

Please note the following additional information:

- **Final Pay:** You will receive your final paycheck, including all accrued salary, unused leave, and any other entitlements as per company policy and applicable law.
- **Company Property:** Please return all company property, including [list items: keys, ID badge, laptop, documents, etc.] by your last day of employment.
- **Benefits:** [Details regarding continuation or termination of benefits, if applicable.]
- If you have any questions regarding this process, you may contact [HR Contact Name and Contact Information].

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position/Title]

[Company Name]

[Contact Information]