

# Termination of Employment Contract

Dear [name of recipient],

The purpose of this letter is to inform you that we will no longer require your services, as of [date]. Therefore, your contract will be discontinued and you may consider the above mentioned date as your last day of work. With the present letter, we comply with the minimum notice period required by our contract.

You are required to return any of the company's material, documents or equipment to which you had access during your contract. As with all employees, you are bound by our confidentiality and data protection policies.

You are entitled to be paid the amount of [state amount] according to your contract and legal dictations. We will provide the payment on [example: your final day of work]. You are also entitled to [state other possible compensation or benefits].

We would like to thank you for your work so far and we wish you all the best for the future.

Yours etc.

**Disclaimer:**

**This is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and does not constitute a legal document. Neither the author nor workable.com will assume any legal liability that may arise from the use of this letter. Where necessary, seek qualified counsel before sending.**