

Letter to employee: termination of employment after working notice period

[Print on Company Letterhead]

[Employee's address]

[Date]

Dear [Employee name],

Re: Termination of Employment

We are writing in reference to the formal [Dismissal / Redundancy] Notice being
[],
, [].

We are enclosing along with this letter,

We remind you that you are requested
[] [].

Please feel free to contact us if you have any

We wish you success in

Yours sincerely,

[Name]

For and on behalf of [Company name]

Enclosure:

Explanatory notes:

Letter to employee: termination of employment after working notice period

General notes:

Remember to enclose

End of notes