2018 23 August

Dear (employee name): \_\_\_\_\_\_\_\_

**In regards to: Termination of employment (employment termination letter)**

Dear, \_\_\_\_\_\_
We regret to inform you of your termination of employment in our company, since the date of \_\_\_\_\_\_\_\_\_

We would like to thank you for your work and contribution and we wish you farewell and good luck.

Sincerely,
(Direct manager's name): \_\_\_\_\_\_\_\_\_\_\_\_\_
The name of the company: \_\_\_\_\_\_\_\_\_\_\_\_