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: \_\_\_\_\_\_\_\_\_\_\_\_