**Termination of contract**

Address of Employee

Dear [name of recipient],

We regret to inform you that we will be ending your term of employment with us, as of [date].

Please consider the aforementioned date as your last day of work.

This is done in compliance with the minimum notice period required by your contract. You are required to return any of the company’s material, documents or equipment to which you had access during the period your contract.

As with all employees, you are bound by our confidentiality and data protection policies.

You will be paid statutory notice pay and any holiday pay in accordance with the terms of your contract.

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

Yours sincerely

xxxxxx

Director / Proprietor

XXXXXXXXXXXXX LTD