

# Employee Termination Email Sample

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### **Subject: Employment Termination**

Dear Mr. / Mrs. [First/Last Name of the Employee],

This email is to inform you that as of [mention Date], the contract of your employment with [mention Company Name] will come to an end and will be terminated.

On behalf of the management of [mention Company Name], I truly admire your efforts and contributions to the organization in your capacity as the [mention Employee's Job Title/Position]. It was a great pleasure to have the services of a qualified professional such as yourself but unfortunately, due to [briefly mention Reason or Reasons], we have decided not to renew the employment contract further.

It is our request to you to return all the belongings of the company in your possession. Also, don't forget to send us any pending invoices or bills so that we can clear the outstanding dues on time. Please make sure that all these settlements must be made before the contract ends officially.

Again on behalf of the company's management, I would like to thank you for your services to the organization. For further details, feel free to contact me via the given below contact details or the HR Department.

Best of Luck!

Sincerely,

[Sender Name]

[Sender Contact Details]