9th August 20XX

Stephen Anderson  
ABC Branch  
11-933 Street  
(1111) 2345-6788

Subject: Notification of Ending Contract

Dear Mr. Anderson,

We are sorry to have you notify this that your contract with Rose Stem Tech. in the office of Desktop, Publishing Operator will end on 15th August 20XX. You know that the company has gone through restructure and its points of convergence have been altered. The verdict has been taken to close the ABC department and accordingly all positions in this area including yours would be done away with.

You are therefore required to give back any of the company’s equipment, document, or material with which you had ingress during your contract here.

Along with all employees you are confined by our data protection policies and privacy. Your final payment will be given to you on 25th August 20XX including your negotiated monthly salary as well as repayment for unutilized vacation time.

All the company’s benefits that are given to its employees will end on your last working day, but you have this option to resume medical coverage through the CDF plan. In the same way, you can also choose to resume life insurance by oscillating to an individual policy.

An exit interview will be arranged for you in your last week of the job here. In this meeting, you will be provided particulars related to reformation of aforesaid benefits and you will be affixed with professional reorientation to aid you in a job search.

If you have any queries regarding this, then do not hesitate to ask. We would like to thank you for spending quality time here at Rose Stem Tech. and your contribution will be remembered always.

Sincerely,

John Twain