Name of the recipient,  
Complete address of the recipient,

Date:

**Subject: Employee termination announcement**

Respected Sir/Madam,

It is to inform you that Mr. ABC who was working as a finance manager in our company is no longer an employee of the company. Since Mr. ABC has been terminated from the job, he is no longer authorized to take orders from customers, process the orders, or perform any kind of work that he used to do as a finance manager in the company. This announcement will be effective from tomorrow, 12th Feb 2021.  Anyone who deals with Mr. ABC will do it at their own risk.

If you any query regarding this announcement, you can contact us on our phone numbers or write us an email.

Thanks,

Name of the sender,  
Designation of the sender in the company

Signatures of the sender

Regards,

Signatures of the employee