**<Letter Date>**

**<Employee’s Full Name>**

**<Employee’s Address>**

Dear <Employee’s Full Name> (NRIC: <Employee’s NRIC Number>),

**Re: Termination Letter**

We write to inform that your employment contract with <Company Name> as <Job Title> will be terminated with notice of <notice duration> and your last working day would be on <Last Employment Date> for the following reason:

1. <insert reason> i.e. Early release due to cessation of project

You will be paid up to your last employment date on <Last Employment Date>. Should you hold any of company’s property in your possession, kindly arrange to return all items on your last employment date with <Exit Clearance Contact Person Name>.

We thank you for your valuable contribution during your employment with us.

Yours sincerely,

**For and on behalf of <Company Name>**

**<Sign off> <Company Stamp>**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**<Name of Company’s Representative>**

**<Job Title>**