

School's logo

LETTER OF TERMINATION

Date : _____

NAME : _____

ID no : _____

DEPARTMENT : _____

DESIGNATION : _____

NOTIFICATION: TERMINATION OF SERVICE:

Your temporary contract dated and signed on the _____ of _____ 20____, refers.

Our previous discussion regarding the completion date of the contract refers.

Please take note that the project reached its completion and that your contract in line with the document signed, are there for coming to an end on _____ 20 ____.

We want to thank you for your assistance and wish you the best of luck for the future.

You're sincerely,

Signature: Employer

Date