

Job Releasing Letter To An Employee Example #4

To

From

Subject: Letter to an Employee from the manager

Dear _____

As per norms that have been signed during the time of appointment, your agreement has been completed. The management has decided to release you from your duties due to _____ (reason).

We all are happy with your work in the office and your contributions to the development of the organization.

We wish you the best of luck with your new job.
