

**Company Letterhead
Address**

Date:

Private & Confidential

Employee Name

Passport No

Address

Subject: **Notice Of Termination**

Dear [*Employee's Name*],

We regret to inform you that we will end your part-time employment with us as of [*Date of Contract Termination*]. This is done following the 'Ending the Contract Clause' i.e. "Either party may terminate this contract at any time without notice at its sole discretion, upon providing to the other Party notice in writing."

You are required to return all company property and/or documents to which you had access during the period of your contract. We also wish to remind you of your obligations to the company that will continue after your contract ends, especially regarding the Non-competition and Confidentiality of Information clauses.

We thank you for your time and efforts and wish you all the best in your future endeavours.

Signed & Dated:

Name

Designation

Name of Company