



Date

First Name Last Name  
Physical Address or email address  
Address

**Strictly Private and Confidential**

Dear First Name,

Further to our discussions on <date>, your fixed term individual employment agreement with <company name> will expire on <insert date>. This letter serves as confirmation of that discussion.

Your last day of work with <company name> will be <insert date>.

Please ensure that you return all <company name> property so we can promptly process your final pay. Your final pay will not be processed until all company property has been returned.

I would like to thank you for your contribution and effort during your time with < company name> and wish you all the best for your future endeavours.

Yours sincerely

Manager  
Manager Title  
Company

cc: anyone from the organisation that you are sending this letter to