

Announcement Of Termination Of Employee Sample Letter

To: [RECIPIENT, ex. Sales Staff]

From: [YOUR NAME]

Date: [DATE, ex. July 5, 1998]

Subject: [NAME, ex. Sara Williams]

Please be advised that [NAME, ex. Sara Williams] was terminated as an employee of this company on [EFFECTIVE DATE OF TERMINATION, ex. June 30, 1998].

All staff are asked not to communicate any further with [NAME, ex. Sara Williams] regarding matters which are confidential or proprietary to our company.

[FIRST NAME, ex. Sara's] responsibilities have been assumed by [NAME OF PERSON ASSUMING RESPONSIBILITIES, ex. Diane Jones]. Please contact [FIRST NAME OF PERSON ASSUMING RESPONSIBILITIES, ex. Diane] if you have any enquiries.