

NOTICE OF EMPLOYMENT TERMINATION

TO: _____ (Employee Name)

This is to inform you that as of _____ (date), _____ (time) your services are no longer required.

- Employee has returned all possessions that belong to employer.
- Employer has returned all possessions that belong to employee.
- Employer's case manager has been notified of employee's termination of employment, time and date.

Employee Signature

Date

Employee Signature

Date