11/1/24

J. Doe

Re: Termination of Employment

Dear Mr. Ethan Miller:

This notice is to formally inform you that your employment with J. Doe will end as of November 1, 2024.

Your employment has been terminated due to the following reason(s):

Attendance record did not meet the expectations of the employer

You will be paid for all hours worked on November 22, 2024.

If you have questions or concerns about the above, feel free to contact me.

 Sincerely,

J. Doe

J. Doe