

# Notice of Administrative Termination

Date: [REDACTED]

To: [REDACTED]

Position/Title: [REDACTED]

Department: [REDACTED]

Dear [REDACTED],

This letter serves as formal notice of your administrative termination from your position with [REDACTED], effective [REDACTED].

The termination is being made for the following reason(s):

[REDACTED]

Please return all company property and complete any outstanding administrative procedures prior to your departure.

If you have any questions regarding this notice, please contact the Human Resources department.

Sincerely,

[REDACTED]  
[REDACTED]  
[REDACTED]