

Department of Administration

123 Main Street, City, Country

Phone: (123) 456-7890 | Email: admin@organization.com

Date:

Ref No:

To:

Designation:

Department:

Subject:

Dear

This letter serves as the official administrative closure notification for

. All procedures regarding the closure will be effective as of

All responsibilities related to this matter are considered finalized, and all corresponding documents have been duly processed. Should you have any further questions or require additional clarification, please contact our office at your convenience.

Thank you for your attention to this matter.

Sincerely,

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