

# Revocation of Employment Eligibility Notice

Date:

Employee Name:

Employee ID:

Department:

Dear ,

This notice is to formally inform you that your employment eligibility with our company has been revoked effective immediately. This decision was made due to the following reason(s):

Please return all company-issued property by . Should you have any questions or require further information, contact the Human Resources Department.

Authorized By:

Title:

Signature: \_\_\_\_\_ Date: