

## Termination of Work Permit Notice

Date:

To:

Position:

Dear ,

This notice is to formally inform you that your work permit with  will be terminated effective as of .

Please be advised that your right to work under this permit will cease on the above-mentioned date. You are requested to return all company property and complete all required clearance procedures prior to your last working day.

If you have any questions regarding this notice, please feel free to contact the HR department.

Sincerely,