

## Administrative Termination Notice

Date: [Redacted]

To:

[Redacted]

Position: [Redacted]

Dear [Redacted],

This letter serves as official notice of the administrative termination of your employment with [Redacted], effective [Redacted].

The reason for this administrative action is as follows:

[Redacted]

Please contact the Human Resources Department if you have any questions regarding your final paycheck, benefits, or the return of company property.

Sincerely,

[Redacted]

[Redacted]

[Redacted]