

Termination Announcement Template

We would like to inform you that **[Employee Name]** is no longer employed with **[Company Name]**, effective immediately. While this transition may be difficult for some, our intent is that it will not disrupt any regular day-to-day operations.

For any projects or communications surrounding their position, please direct all questions to **[Supervisor Name]**. For any other questions or concerns, please reach out to **[HR Rep Name]** in Human Resources.

Sample Executive Termination Announcement

**Walter S. Kelley, Henry G. Lord, Walter
Bradford Guild, Henry Gratton
Kittredge, Samuel Sherman
Dale, Charles Hiram Clark, Vernon E.
Carroll, Clarence Hutton, 1881-
, Douglas Gordon Woolf**

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