

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Immediate Placement Termination

Dear [Recipient Name],

We regret to inform you that your placement with [Company/Organization Name] is terminated, effective immediately, [Date].

This decision has been made due to [briefly state reason, e.g., breach of contract, organizational changes, or performance issues]. As a result, you are required to cease all work-related activities and return any company property, including keys, identification badges, and equipment, by [Time/Date].

Regarding your compensation, any outstanding payments for hours worked up to this date will be processed and paid out by [Date] via [Payment Method]. Please ensure your contact and banking information is up to date.

If you have any questions regarding this notice or the off-boarding process, please contact [Contact Name/Department] at [Phone Number/Email].

We thank you for your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]