

**DATE:** [Insert Date]

**TO:** [Employee Name]

**EMPLOYEE ID:** [Insert ID Number]

**ADDRESS:** [Insert Employee Address]

**RE: NOTICE OF IMMEDIATE NULLIFICATION OF TEMPORARY EMPLOYMENT CONTRACT**

Dear [Employee Name],

Please be advised that your temporary employment contract with [Company Name], originally dated [Contract Start Date], is hereby nullified effective immediately, [Current Date].

This action is being taken due to [Insert Reason: e.g., breach of contract terms / failure to meet background check requirements / discovery of material misrepresentation]. As a result of this nullification, the agreement is considered void from the outset, and no further obligations exist between you and the company under the terms of said contract.

Regarding your final compensation, you will be paid for all hours worked up until the moment of this notice. This final payment will be issued via [Direct Deposit/Check] on [Date].

Please return all company property, including keys, identification badges, and electronic equipment, to [Department/Location] by [Time] today.

If you have questions regarding your final pay or the return of equipment, you may contact the Human Resources department at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]