

# Termination Letter

From,  
Lilly Singh  
Ap 8082 Arc Avenue  
Thiensville Maryland 23726  
(564) 908-6970

21-03-2022

To,  
Helena Sharma  
Av 262 Main Street  
Watervliet Oklahoma 39281

Subject:

Dear Helena Sharma,

Mention the termination of the employee in the first paragraph of the letter. In the second paragraph, mention the reason for termination and other important details of the employee agreement.

Thank you,

Yours sincerely,

(Signature)

Lilly Singh  
designation