[Date]

[Employee Name]

[Address]

[Address]

Dear [Employee 1st Name]

Notice of Discontinuation of Employment

This letter is to confirm that your casual employment with [Company Name] will discontinue, effective today. This follows on from the recent discussions held between you and I.

We acknowledge that the relationship has not worked optimally for either party, due to a range of non-specific factors. Both parties agree that under different circumstances your employment may have continued. This notice is therefore not a reflection on the standard of your professional work.

In accordance with your employment contract, as a casual employee you are not entitled to notice of termination. As you have not completed any work for [Company Name], you are not entitled to any form of payment.

[Employee 1st Name], we invite you to remain in association with [Company Name], through our alumni. The best way of doing this will be to maintain membership of our LinkedIn group. We look forward to maintaining our association, and trust that the door remains open to re-visit possible employment with you in the future.

Yours sincerely,

[Manager Name]

[Manager Title]