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Example content:

Contact Name  
Address  
Suburb State Postcode

**SUBJECT: TERMINATION OF YOUR EMPOLYMENT**

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Dear [Contact name],

We regret to inform you that your employment with [YOUR COMPANY NAME] is terminated effective upon receipt of this letter for the following reason(s):

- [DETAIL REASONS]
- [DETAIL REASONS]
- [DETAIL REASONS]

ETC ...

Yours Faithfully,

[YOUR NAME]  
[YOUR TITLE]