



Date: @date

To: @name

Position: @pos

Department: @dep

Subject: **TERMINATION OF SERVICES**

On behalf of Citiscape, we regret to inform you that your services will be ceased due to:

@reason

Effective date: @efdate

This letter serves as notification for a period of one month from the effective date mentioned above. The last working day will be

You are kindly requested to handover all documents and properties under your custody to your line manager and should complete the clearance form during the notice period. (10 days prior the last day)

For final settlement information you may contact HR. Collection is from Finance department.

We thank you for your support and services during your employment period with us.

Human Resources Department
(For and behalf of Citiscape LLC)

Accepted by Employee

Signature

cc: Visa section- cancellation of Labor card, Residence visa, Medical insurance cancellation; upon exit or transfer
Payroll - For full and final settlement