

ABC Solutions Ltd

P.O. Box 12345

Dar es Salaam

Phone: +255 22 123 4567

Email: hr@abcsolutions.co.tz

DATE: 15 | January | 2025

**To:**

John Michael Smith

P.O Box: 67890,

Dar es Salaam

**RE: NOTICE OF TERMINATION OF EMPLOYMENT**

Dear John Michael Smith,

Pursuant to the terms and conditions of the employment contract between you and ABC Solutions Ltd signed on 1st March 2020, and in accordance with the Employment and Labour Relations Act, 2004, we hereby inform you that your employment shall be terminated effective from 15th February 2025.

The reasons for the termination of your employment are as follows:

Redundancy due to organizational restructuring and downsizing of operations. The position of Marketing Officer has been eliminated as part of cost-cutting measures.

Considering the duration of your employment, you are entitled to a notice period of 30 days, which shall commence from the date of this letter. If you do not serve this notice period, an amount equivalent to the respective salary period shall be deducted or paid in accordance with the applicable procedures.

Your entitlements payable upon termination of employment include:

- Outstanding salary arrears (if any)
- Annual leave (if not taken)
- Any other allowances or benefits due for payment
- Service certificate

We thank you for your contribution during your period of service with this institution and wish you success in your future endeavors.

For further clarification or final exit procedures, please contact the Human Resources Department.

Yours sincerely,

Name of Employer / Representative: Sarah Johnson

Position: Human Resources Manager

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Signature

Date: 15/01/2025