**End of Employment**

Dear \_\_\_\_\_\_,

We want to wish you the best of luck in your future endeavors. We appreciate your contributions to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(the “Company”) and thank you for the efforts you made on our behalf.

Further to our meeting of\_\_\_\_\_\_, this is to confirm that we received your two week notice of resignation, however, due to business demands your employment with the Company is ended effective as of \_\_\_\_\_\_\_\_\_\_.