

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Ejection

We acknowledge receipt of your resignation letter dated [Date of Resignation]. After careful consideration, we regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, typically [X] days from the date of this letter].

As per company policy, we have decided to expedite your termination for the following reasons:

- [Reason 1]

- [Reason 2]

- [Reason 3]

Please ensure that you return all company property, including [list any specific items, e.g., ID badge, company laptop] by your last working day. Your final paycheck, including any accrued vacation days, will be processed as per our normal payroll schedule.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]