

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Subject: Termination of PF Contribution

Dear [Employer's Name],

I am writing to formally request the termination of my Provident Fund (PF) contributions effective [Date].

Please ensure that any remaining balances are settled in accordance with the company's policies and relevant government regulations.

I would appreciate a confirmation of this termination at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Employee ID (if applicable)]