

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

[Date]
[Labour Department Name]
[Department Address]
[City, State, ZIP Code]

Subject: Termination Notice

Dear [Labour Department Representative's Name],
I am writing to formally notify you of the termination of employment of [Employee's Name], who worked in the position of [Employee's Job Title] at [Company Name]. This decision is effective as of [Termination Date]. The reason for this termination is [briefly state reason, e.g., company downsizing, performance issues, etc.].

Please find attached the necessary documentation supporting this decision, including the termination letter and any relevant employee records.

If you require any further information or clarification, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]