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web jul 6 2023 sample letter termination the following is a sample letter you can use to announce the departure of an employee who has been terminated please be advised that as of insert date of termination insert employee full name is no longer with insert company name

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web you don't need to mention the f word when you announce an employee departure it's never a good practice to tell your team that an individual has been fired and you should never comment on the former employees reasons for leaving doing so may have legal consequences if the firing prompts future legal action