

Date

To: Name of Employee

From: Name of Officer
Job Title

Re: **END OF CONTRACT**

We would like to inform you that your **(Fixed Term/ Contractual)** agreement under the **Department** will end this coming **Date**. Please coordinate with our office regarding the processing of your clearance.

We wish to remind you of a company policy that your last salary for the payroll period _____, including 13th month pay – will be released upon accomplishment of your exit clearance.

Noted by:

Name of Officer
HR Coordinator

Cc: 201 file
Accounting