

## **O-J-T Final Exam**

### **JOB TERMINATION LETTER**

Your termination letter should include 3 paragraphs and include:

1. Official notification to end employment.
2. List several skills you have learned while on the job.
3. State the specific reason why you are leaving the company.
4. State your last day of employment. This should be 2-weeks from the date of this letter.
5. Appreciation to your manager/company for the opportunity to work for company.
6. Remember to sign letter in black or blue ink.

Make sure your job termination is in business letter format.

**Date**

**Return address (Your home address)**

**Inside address (company name and address)**

**Salutation (Dear (Managers Full name)**

**Body (all parts listed above)**

**Closing**

**Signature**

(sample)

Date

Dear (managers full name):

Today I am giving you official notification to end employment with (company name).

I have learned many useful skills such as (identify 2-3 skills learned on the job).  
The reason I am leaving my job with (company name) is (state your reason).

My last day of employment with (company name) will be on (state exactly two weeks from today's date).

It has been a pleasure to work for such a fine company as (company name).

Sincerely,

(sign your name)  
(type your name)