**TERMINATION LETTER SAMPLE FOR RESTAURANT EMPLOYEE**

Dear ABC,

We regret to inform you that your employment shall end on **(add date).** The mentioned date will be your last day of work with **(add firm name).** The aforementioned data is as per the notice period for employment termination as specified in your contract. The reason for termination of employment is improper conduct or behavior with the customer. The details are mentioned in the attached documents.

Please return all company equipment, material or documents that are in your possession. Please observe confidentiality as per our data protection policy as agreed upon at the start of your employment.

You are entitled to a severance package which you will get on your last day of service. Failure or delay in returning company property which is in your possession will cause a delay in your final paycheck. If you have any questions or doubts, you can contact the HR department.

Thank you for your service. We wish you great success in your future endeavors.

Sincerely,

**(Name)  
(Title)  
(Signature)**