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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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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 employee s
reasons for leaving doing so may have
legal consequences if the firing
prompts future legal action