

# Contract of Employment Cancellation Letter

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**Michael Johnson**

**HR Director**

**Tech Innovators Inc.**

**789 Maple Avenue**

**Springfield, IL 62702**

**July 19, 2024**

**Emily Brown**

**456 Oak Street**

**Springfield, IL 62703**

Dear Emily Brown,

Subject: Cancellation of Employment Contract

I hope this letter finds you well. I am writing to formally notify you that Tech Innovators Inc. has decided to terminate your employment contract, effective August 2, 2024.

This decision has not been made lightly, and we have thoroughly considered all factors before coming to this conclusion. Due to recent restructuring within the company, we find it necessary to make this difficult decision.

We are committed to ensuring a smooth transition and will work with you during your notice period to facilitate the handover of your responsibilities. Please let us know if there are any specific areas where you need assistance or have questions regarding this transition.

We want to express our sincere gratitude for your contributions to Tech Innovators Inc. Your work and dedication have been greatly valued, and we appreciate the efforts you have put in during your tenure with us.

Please feel free to contact the HR department if you need any further information or assistance regarding this matter.

Thank you for your understanding and cooperation.

Yours sincerely,

**Michael Johnson**

**HR Director**

**Tech Innovators Inc.**