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**Form Type: A (85)**

Service termination agreement

Name of Employee:…………………………………………………………….. Staff Code:…………………

Department/Section:……………………………………………………………. Position:…………………….

Reason for Termination:………………………………………………………………………………………...

Joined Date:……………………….………………. Termination Date:…………………………..…...………

 Dear,

 We regret to inform you that, we will be ending your term of employment with us with immediate effect. This decision was taken by the employee / employer desire. During the notice period (the period between today and termination), your employment status will remain unchanged. Upon termination of your employment, you are required to return all property and material of the institution in your possession. And all benefits associated with your position will no longer be valid. Any information that you received in the course of your work, must not be disclosed to any other party. Such information must also be deleted from all your personal devices. Wish you all success in your future endeavor.

Sincerely,

*(Name of authorized person)*

*(Designation)*

Cleared the Inventory list verification (Yes / No):…………………………. Date:…………………….

 Details of Dues: ………………………………………………………………………………………...

Verified by (Name & Sign):

Collected the relieving letter from management (Yes / No):……………..... Date:…………………….

 Name, Designation & Sign of Representative of Management:

***Comment by employee:-*** As per the requirements of mine, please allow this to serve as a termination of the employment on ……………….(date). If you have any question or need any further information, you can contact me at ……………….……..(mobile) or email me at ………………….……………….(mail id.).

Name:……………………………………………………………….. Date & Sign:

*For Office use only Reg. No. of the Employee:*

*Comment by Principal:*

 *Seal*

*Date of Termination: Date & Sign:*