# SAMPLE ADMINISTRATIVE FORM

## PERSONNEL TERMINATION MEMORANDUM

**M E M O R A N D U M**

TO: All Firm Members

FROM:

DATE:

SUBJECT: Employee Departure

We regretfully announce that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be leaving the Firm on [insert last day of employment].

*OPTION 1:* (for Voluntary termination)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has accepted a position as a \_\_\_\_\_\_ with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please join me in wishing [him/her] continued success in the future.

*OPTION 2:* (for Involuntary termination)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been with the firm for \_\_\_\_\_\_\_\_\_ [months/years] and we wish [him/her] success in pursuing other career opportunities in the future.