

ON COMPANY LETTERHEAD

Date:

[Name and Address of]

[Current Service Provider]

Dear Sir/Mdm,

TERMINATION OF SERVICES

I hereby would like to inform you that we have decided to terminate our service contract with you with immediate effect / effect from \_\_\_\_\_.

Please execute the letters of resignation and coordinate the handover of the statutory documents with our new corporate services provider, Janus Corporate Solutions Pte Ltd (Janus) located at 16 Raffles Quay, #33-03 Hong Leong Building Singapore 048581. Tel: 6222 7445 .

[Note also that Janus requires a letter of confirmation that the company's statutory compliance status is up-to-date. Accordingly, please provide the letter to Janus as part of the handover process.]

Thank you for your services.

Yours faithfully

[NAME OF COMPANY]

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[Name of Director]

# End Of Service Letter Format

**United States. National Labor  
Relations Board**



## End Of Service Letter Format:

**Catalog of Federal Tax Forms, Form Letters, and Notices** United States. Internal Revenue Service,1988      **Job Coach-Life Coach-Executive Coach-Branding-Letter & Resume-Writing Service** Anne Hart,2005-10-07 Here s how to start your personal service business Develop an icon logo and motto for your coaching clients As a job or career coach an executive coach or a life coach you will be presenting and classifying your client s competencies writing resumes cover letters and creating a wide variety of business correspondence including sales letters news releases and direct mail copy You will be planning events for your clients and their prospective employers You ll need to really work a room to find clients as well as niches or jobs for clients when networking at professional associations and trade shows Most frequently you ll be asked to write evaluate and repackage resumes cover letters and other summaries of qualifications of your clients A resume is a summary of qualifications A career coach helps clients find success by taking step by step detailed concrete strategies that solve specific problems get results and reach a defined goal A resume writing business online can be combined with a career coaching enterprise The steps are outlined here for you to follow in chronological order to open and operate a resume writing service business and also a career coaching enterprise online from your home mobile location or office You can telecommute online and still help people find direction by offering information training or consulting services Here s how to open an online business at home presenting and packaging your clients competencies Make your living writing resumes business letters and being a job coach Help clients obtain appoints for interviews that may eventually lead to finding work Write and repackage resumes and all types of business correspondence from cover letters and follow ups to direct mail or trade show sales letters      **A Letter to the ... Bishop of Worcester [in reply"to a memorial ... concerning the Services in Southam Church"]**. Mayow Wynell MAYOW,1873      **Export Administration Regulations** United States. Bureau of Export Administration,United States. Office of Export Administration,1987      Service Bulletin American Multigraph Sales Company, Cleveland. Business Aid Department,1914      **Panama Canal Record** ,1915      Extension Service News ,1923      Instructions to Applicants for the Post-Office Service United States Civil Service Commission,1915      **United States Official Postal Guide** United States. Post Office Department,1918      **American and English Railroad Cases, New Series** ,1912      *Manual of Information Relative to the Philippine Civil Service* Philippines. Bureau of Civil Service,1901      *Manual of Information Relative to the Philippine Civil Service Showing the Positions, Classified and Unclassified, the Methods Governing Examinations and Certifications for Appointment, the Regulations for Rating Examination Papers, Specimen Examination Questions, and Conditions of Appointment and Service* Philippines. Bureau of Civil Service,1912      **Decisions and Orders of the National Labor Relations Board** United States. National Labor Relations Board,2015      **How to Write It, Third Edition** Sandra E. Lamb,2011-08-30 Write personal and professional communications with clarity confidence and style How to Write It is the essential resource for eloquent personal and

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