



TERMINATION NOTICE

Control No.: _____
Date : _____

TO: ADMINISTRATION OFFICE

Please be advised that MR./MS _____, who served as my _____ is no longer under my employ effective _____. I am surrendering herewith his/her building **Identification Card (ID)** for your file and reference.

Other remarks/comments/instructions:

By:

Signature over Printed Name
(Unit Owner/Tenant)

ADMIN COPY

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SECURITY COPY

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OWNER'S/TENANT'S COPY