

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Job Separation Notice

We regret to inform you that your employment with [Company Name] will be terminated, effective [Last Working Day, e.g., MM/DD/YYYY]. This decision is based on [brief reason for separation, e.g., company restructuring, performance issues, etc.].

Please make arrangements to return any company property and complete any necessary paperwork before your departure. You are entitled to receive [details about final paycheck, benefits, etc.].

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]