

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Employment Exit

We regret to inform you that your employment with [Company Name] will conclude on [Last Working Day, e.g., October 31, 2023] as per the discussions held regarding your exit.

We acknowledge and appreciate your contributions to the team during your tenure from [Start Date] to [End Date]. Your efforts have greatly benefited the organization, and we wish you all the best in your future endeavors.

Please ensure that all company property, including [list any company property, e.g., keys, equipment, documents], is returned by your last working day. Additionally, your final paycheck will be processed on [Payment Date].

Should you have any questions or require further assistance during this transition, please do not hesitate to reach out to [HR Representative Name] at [HR Contact Information].

Thank you once again for your hard work and dedication at [Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]