

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Confirmation of Employment Separation

We hope this letter finds you well. We are writing to formally confirm the separation of your employment with [Company Name] effective [Last Working Day, e.g., October 1, 2023].

This decision was made following [brief reason for separation, if appropriate, e.g., your resignation, company restructuring, etc.]. We appreciate the contributions you made during your time with us and wish you success in your future endeavors.

Your final paycheck, which will include any outstanding wages and accrued vacation pay, will be processed and mailed to your address on file.

Should you have any inquiries regarding your final earnings or benefits, please do not hesitate to contact our HR department at [HR Contact Information].

Please ensure that all company property is returned by your last working day.

Thank you once again for your service to [Company Name]. We wish you the best in your future pursuits.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]