

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal confirmation of the termination of your employment with [Company Name], effective [Termination Date].

We appreciate your contributions during your time with us. Please return any company property and complete the necessary exit procedures by [specified date].

If you have questions regarding your final paycheck or benefits, please contact [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]