

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Separation Notification

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., October 31, 2023].

This decision is a result of [briefly explain reason for separation, e.g., company restructuring, performance issues, etc.].

Your final paycheck will include payment for all accrued vacation and any outstanding wages up to your last working day. Please arrange to return any company property, including [list items, e.g., keys, electronic devices] to your supervisor by [return date].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]