

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Separation Notice

This letter serves to formally notify you that your employment with [Company Name] will be terminated effective [Last Working Day, Date]. This decision is based on [brief reason for separation, if applicable]. Your final paycheck will include all accrued leaves and any other outstanding amounts due to you, and will be provided to you on your last working day.

Please ensure that all company property is returned before your departure. If you have any questions regarding your benefits or the separation process, feel free to contact [HR Contact Name] at [HR Contact Phone Number/Email].

We appreciate your contributions during your tenure at [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]