

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Acknowledgment of End of Employment

I am writing to formally acknowledge the end of your employment with [Company Name], effective [Last Working Day, e.g., October 31, 2023].

We appreciate the contributions you made during your time with us and wish you all the best in your future endeavors. Your hard work and dedication have been valued, and you will be missed by your colleagues. Please ensure that you return any company property and complete the exit interview process. Should you require any assistance during your transition, do not hesitate to reach out.

Thank you once again for your service, and we wish you success in your next chapter.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]