

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notification of Employment Withdrawal

We regret to inform you that your employment with [Company Name] will be terminated effective [termination date]. This decision has been made due to [reason for employment withdrawal].

Please ensure that all company property is returned by your last working day. You are entitled to receive your final paycheck, which will include any outstanding wages and accrued vacation pay.

If you have any questions or need further assistance, please feel free to reach out to [HR Contact Information].

We thank you for your contributions during your time at [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]