

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

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

We appreciate your contributions to the team and wish you all the best in your future endeavors.

Please return any company property by your last working day. If you have any questions regarding final pay or benefits, feel free to reach out to [HR Contact Name] at [HR Contact Email/Phone Number].

Thank you for your time with us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email]