

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Employee Separation Notice

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, Date]. This decision is the result of [brief explanation if applicable, e.g., restructuring, performance issues, etc.].

During your time with us, we appreciate the contributions you have made to the team and the efforts you have put into your role.

Please be advised that all final pay, unused vacation days, and any other benefits will be settled in accordance with company policy. You will receive further information regarding your final paycheck and benefits continuation.

We encourage you to reach out to [HR Contact/Department] at [Contact Information] should you have any questions or need assistance during this transition.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]