

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We want to take a moment to acknowledge and announce that your final workday with [Company Name] will be [Last Working Day, e.g., December 15, 2023].

We appreciate the contributions you have made during your time with us and wish you the best in your future endeavors.

Please ensure you complete any pending tasks and assist in the transition of your responsibilities. Additionally, your final paycheck and benefits information will be provided to you on or before your last day.

Thank you again for your hard work and dedication.

Best wishes,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]