

[Your Company 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, e.g., "two weeks from today, on MM/DD/YYYY"].

The decision to terminate your employment was not made lightly and is based on [briefly state reason, if appropriate, e.g., "changes in company structure", "performance concerns", etc.].

Please return any company property by your last working day. Your final paycheck will include any accrued vacation time and will be available to you on your regular payday.

We wish you the best in your future endeavors. If you have any questions regarding your benefits or final paycheck, please feel free to reach out to [HR contact name or department].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]