

# Separation Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as a formal acknowledgment of your resignation from [Company Name] effective [Last Working Day, e.g., two weeks from the date above]. We appreciate your contributions and efforts during your time with us.

In accordance with company policy, please ensure that you complete all required procedures prior to your departure, including the return of company property and completing any outstanding tasks.

Should you have any questions regarding your final paycheck or benefits, please do not hesitate to reach out to [HR Contact Information].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]