

Employee Separation Notice

Date: [Insert Date]

To: [Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as your official notice of separation from [Company Name], effective [Last Working Day, e.g., MM/DD/YYYY].

Your contributions during your time with us have been appreciated. We wish you success in your future endeavors.

Please arrange to return any company property before your departure. Your final paycheck will be processed according to our customary schedule.

If you have any questions in regard to your benefits or final paycheck, please contact [HR Contact Name] at [HR Contact Phone Number] or [HR Contact Email].

Thank you once again for your service.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]