

Job Separation Notification

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day]. This decision was made due to [brief explanation of reason for separation].

As part of your separation agreement, you will receive a severance compensation amounting to [amount] which will be paid on [payment date]. Please note that this severance is contingent upon your signing of the attached release agreement.

You are encouraged to reach out to the HR department should you have any questions regarding your final paycheck, benefits, or the onboarding process for your severance.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]