

# Employee Separation Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to the recent decision to close our office, your employment with [Company Name] will be terminated effective [Last Working Day]. This decision was not made lightly and is the result of [briefly explain the reason for closure].

We appreciate the contributions you have made during your time with us and want to assure you that this decision is in no way a reflection of your performance. We are committed to assisting you during this transition.

Please find the details regarding your final paycheck, benefits, and other relevant information in the attached document.

We wish you all the best in your future endeavors. If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]