

Separation Notice Due to Company Cessation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that effective [Insert Effective Date], your employment with [Company Name] will be terminated due to the cessation of business operations. This decision has not been made lightly and is a result of [brief reason for cessation, e.g., financial instability, market conditions, etc.].

Your final paycheck, including any accrued vacation time, will be provided to you on your last working day. Additionally, you will receive information regarding your rights to continuation of benefits and other relevant details.

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

If you have any questions or need further assistance, please feel free to reach out to [HR contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]