

Employee Separation Letter

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] is being terminated effective immediately due to [reason for separation]. This decision is final, and we are unable to discuss further details.

Please return all company property by [specific date]. Your final paycheck, including any accrued vacation time, will be processed and sent to you within the timeframe required by law.

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]

[Contact Information]