

Separation Notice

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

This letter serves as a formal notice of your immediate separation from [Company Name] effective [Insert Effective Date]. Unfortunately, due to [brief reason for separation], we have made the decision to terminate your employment.

Please arrange to return any company property, including [list any company items], by [return date]. Your final paycheck will be processed and sent to your address on record.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]