Separation Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notice of separation from your part-time position at [Company Name], effective [Last Working Day].

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

If you have any questions regarding your final paycheck or benefits, please feel free to contact [HR Contact Name] at [HR Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]