

Employment End Confirmation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally confirm the end of your employment with [Company Name] as of [Last Working Day, Date]. Your contributions to the team during your tenure have been greatly appreciated.

Please ensure that all company property is returned by your last working day. If you have any questions regarding your final paycheck or benefits, feel free to reach out to HR.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]