

Separation Letter

Date: [Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day]. This decision has been made after careful consideration and follows [brief reason for separation, if applicable].

Please return all company property by your last day of employment. You will receive your final paycheck on [date], which will include any accrued vacation pay.

We appreciate your contributions during your time at [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]