

Employee Separation Notification

Date: [Insert Date]

To: [Employee's Name]

From: [HR Manager's Name]

Subject: Employee Separation Information

Dear [Employee's Name],

This letter serves as a formal notification of your separation from [Company Name] effective [Last Working Day, e.g., MM/DD/YYYY].

We would like to thank you for your contributions during your time with us. Below are important details regarding your separation:

- **Final Paycheck:** Your final paycheck will be processed on [Date].
- **Benefits:** Your health benefits will continue until [Date], after which you may elect COBRA coverage.
- **Return of Company Property:** Please ensure all company property is returned by your last working day.
- **Exit Interview:** Please schedule an exit interview with HR before your departure.

If you have any questions or need further information, please do not hesitate to reach out.

Wishing you all the best in your future endeavors.

Sincerely,

[HR Manager's Name]

[Title]

[Company Name]

[Contact Information]