

Cancellation of Employment Acknowledgment

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally acknowledge the cancellation of your employment with [Company Name] effective [Effective Date]. We appreciate the contributions you made during your time with us.

Please return any company property before your departure. Your final paycheck will be processed and sent according to our standard payroll schedule.

If you have any questions or need assistance during the transition, please feel free to reach out.

Thank you for your service, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[City, State, Zip Code]