

# Employment Separation Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Museum Name] as a Museum Technician will be officially terminated effective [Last Working Day]. This decision has been made following [reason for separation, e.g., restructuring, performance issues, etc.].

We appreciate the contributions you made during your time with us and wish you success in your future endeavors. Please return any company property by your last working day and feel free to reach out if you have any questions regarding your final paycheck, benefits, or other matters.

Thank you for your service to [Museum Name].

Sincerely,

[Your Name]

[Your Title]

[Museum Name]

[Museum Address]

[City, State, Zip Code]