

# Separation Notice

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] has been terminated effective immediately, due to a violation of company policy.

The specific policy infringement involves [briefly describe the nature of the policy infringement]. This action is in accordance with our company disciplinary procedures, which you acknowledged upon your employment.

You are requested to return all company property in your possession by [return date]. Your final paycheck, including any accrued benefits, will be processed and mailed to your address on file.

If you have any questions regarding this notice or your final payment, please contact [HR contact information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]