

Workforce 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 [Company Name] will be terminated effective [Last Working Day] due to unfulfilled obligations as outlined in our previous discussions.

Despite our efforts to support your compliance with the expectations of your role, it has become clear that necessary commitments have not been met.

We appreciate the contributions you have made during your time with us, and we wish you the best in your future endeavors.

Please return any company property by your last working day, and contact [HR Contact Information] for any questions regarding your final paycheck and benefits.

Sincerely,

[Your Name]

[Your Position]

[Company Name]