

# Employee 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 due to the recent operational restructuring within our organization, your position as [Job Title] will be eliminated effective [Last Working Day]. This decision was not made lightly and comes after careful consideration of our current business needs.

Your contributions to [Company Name] have been greatly appreciated, and we recognize the efforts you have put forth during your time with us.

Please note that you will receive a separation package, which includes [details of severance pay, unused vacation pay, etc.]. Our HR team will reach out to you to provide further details regarding your benefits and the transition process.

We encourage you to reach out to [HR Representative's Name] at [HR Representative's Contact Information] should you have any questions or require assistance during this transition.

Thank you for your understanding and for your service to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]