

# Separation Notice

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Notice of Separation

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day]. This decision is based on [brief reason for separation, e.g., company restructuring, performance issues, etc.].

Your final paycheck, including any unused vacation days, will be processed and delivered to you by [Payment Date]. Additionally, please ensure that all company property, including laptops, access keys, and any other devices, are returned by your last working day.

We appreciate your contributions to the team, and wish you the best in your future endeavors. Should you have any questions regarding your final paycheck or benefits, please do not hesitate to reach out.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]

[Contact Information]