

Employment Cessation 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 ceased effective [Last Working Day, e.g., "October 31, 2023"]. This decision has been made due to [brief reason for cessation, e.g., "restructuring" or "performance issues"].

Please ensure that all tasks are completed by your last working day and all company property is returned to us. Your final paycheck will be processed and made available to you on [date].

We appreciate your contributions during your time at [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]