

# Workforce Separation Notice

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

This letter serves as a formal notice of your separation from [Company Name] effective [Effective Date]. This decision was made after careful consideration and is in accordance with company policies.

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

Please arrange to return any company property and finalize any remaining paperwork with your supervisor by [Final Date].

If you have any questions, feel free to reach out to [Contact Person's Name] at [Contact Information].

Thank you for your service.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]