

Departure Confirmation Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter is to confirm your departure from [Company Name] effective [Last Working Day, e.g., MM/DD/YYYY]. We would like to take this opportunity to thank you for your contributions during your time with us.

We appreciate your hard work and dedication to [specific projects or roles]. We wish you success in your future endeavors.

Please ensure that all company property is returned, and do not hesitate to reach out if you need any assistance during your transition.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]