

Final Employment Status Letter

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally confirm your final employment status with [Company Name]. As of [Last Working Day], your employment has ended. This letter serves as a record of your employment and outlines the following:

Employment Details:

- Position: [Job Title]
- Department: [Department Name]
- Date of Hire: [Start Date]
- Date of Termination: [Last Working Day]

We appreciate your contributions to the company during your tenure. Should you require any further information or have questions regarding your employment record, feel free to contact us.

Wishing you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]