

Job Cessation Confirmation Letter

Date: [Insert Date]

[Employee's Name]
[Employee's Address Line 1]
[Employee's Address Line 2]
[City, State, ZIP Code]

Dear [Employee's Name],

This letter is to formally confirm your cessation of employment with [Company Name] effective [Last Working Day, e.g., "October 31, 2023"].

We appreciate your contributions during your time with us and wish you the very best in your future endeavors.

If you have any questions regarding your final paycheck or benefits, please do not hesitate to reach out.

Thank you once again for your dedication to [Company Name].

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[Phone Number]
[Email Address]