

# Workforce Separation Notice

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 terminated effective [Last Working Day, Date]. This decision has been made due to [Reason for Separation].

Please arrange to return any company property prior to your last day of work. You will receive your final paycheck on the next scheduled pay date, which will include payment for any unused vacation days.

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

If you have any questions regarding your benefits or final paycheck, please feel free to reach out to [HR Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Company Name]