

End of Employment Letter

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 [Restaurant Name] will be ending effective [Last Working Day, e.g., Date]. This decision has been made after careful consideration and is based on [brief reason for termination, if applicable].

We appreciate the contributions you have made during your time with us. Your leadership and dedication have positively impacted our team and operations.

Please arrange to return any company property before your departure. You will receive your final paycheck, including any accrued vacation time, via [payment method] on [pay date].

If you have any questions or need assistance during this transition, feel free to reach out.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Restaurant Name]

[Contact Information]