

Separation Notice

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: Food Service

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day]. This decision is based on [brief reason for separation, if applicable].

Please return any company property by your last working day. Your final paycheck, including any accrued vacation time, will be provided on your last day of work.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]