

Employment Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We acknowledge the receipt of your resignation letter dated [Insert Date], in which you have expressed your intention to resign from your position at [Company Name], effective [Last Working Day, typically two weeks from the date of resignation].

We thank you for your contributions to our team and wish you the best in your future endeavors. Please ensure all company property is returned and any outstanding tasks are completed before your departure.

If you have any inquiries regarding your final paycheck or benefits, feel free to reach out to the HR department.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]