

[Date]

[Employee Name]  
[Employee Address]  
[City, State, ZIP]

Subject: Job Separation Notification Letter

Dear [Employee Name],

This letter serves as formal notification of your separation from employment with [Company Name], effective [Last Working Day, e.g., MM/DD/YYYY].

The reason for this separation is [reason for separation, e.g., resignation, layoff, termination, etc.]. Your final paycheck, including any remaining accrued benefits (if applicable), will be provided to you as per company policy and applicable laws.

Please return all company property, including keys, ID badges, and any electronic devices, by your last working day. You may also contact [HR Contact Name/Department] at [HR Contact Info] for information regarding your benefits and final paycheck.

We thank you for your contributions during your employment with [Company Name]. We wish you every success in your future endeavors.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]