

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Please accept this letter as formal notification that your employment with [Company Name] will conclude on [Last Working Day].

We would like to take this opportunity to thank you for your contributions during your time with the team. Your efforts in [Specific Department or Project] have been appreciated, and we value the work you have completed.

As you move on to the next chapter of your career, we wish you the very best of luck. We wish you continued growth and success in all your future professional endeavors.

If you require any assistance regarding your transition or final documentation, please contact the Human Resources department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]