## Sample Separation Letter from Employer

**[Your Company’s Name]**  
**[Company’s Address]**  
**[City, State, ZIP Code]**  
**[Date]**

**[Employee’s Name]**  
**[Employee’s Address]**  
**[City, State, ZIP Code]**

Dear [Employee’s Name],

This letter is to inform you that your employment with [Company’s Name] will end on [Last Working Day]. You have been a valued member of the [Department Name] as a [Job Title]. The reason for your separation is [Reason for Separation].

Please return all company property, including your ID badge, laptop, and keys, by [Date]. You will receive your final paycheck on [Date], which includes payment for any unused vacation days and your remaining salary.

Your benefits will continue until [Date], after which you will be eligible for COBRA coverage. Information about this coverage will be sent to you separately.

If you have any questions or need further assistance, please contact [HR Contact Name] at [Phone Number] or [Email Address].

Thank you for your contributions to [Company’s Name]. We wish you all the best in your future endeavors.

Sincerely,  
[Your Name]  
[Your Title]