

Employment Disengagement Letter

Date:

To,

Subject: Employment Disengagement

Dear ,

We regret to inform you that your employment with will be discontinued effective . This decision has been reached after careful consideration, and it is final.

Please ensure that all company property in your possession is returned by your last working day. Your final paycheck and any outstanding payments will be processed in accordance with company policy.

Should you have any questions regarding this process, please contact the HR department.

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

Sincerely,