

Separation Release Letter

Date:

To:

Employee ID:

Department:

Dear ,

This letter serves as formal notice of the release of your employment from , effective .

Please be informed that all property of the company, including any keys, identification cards, or documentation, must be returned by your last working day.

You will receive your final paycheck, including any outstanding salary or benefits, in accordance with company policy.

We thank you for your service and wish you all the best in your future endeavors.

Sincerely,