

# Official Work Separation Notice

Date:

Employee Name:

Employee ID:

Department:

Position:

Effective Separation Date:

Dear ,

This letter serves as the official notice of your separation from employment with our company, effective on the date listed above. Please ensure that all company property is returned and all outstanding matters are settled prior to your departure.

Should you require further information regarding your final paycheck or other benefits, please contact the HR department.

Sincerely,

Authorized Personnel:

Title:

Contact Information: