

SEPARATION OF EMPLOYMENT LETTER

Employee Name: _____ Employee ID: _____

Position: _____ Department: _____

Supervisor: _____

Dear Employee,

This letter serves as formal notice of the separation of your employment with the Company. This separation is effective immediately. This letter outlines the terms and conditions regarding your separation and the continuation of certain benefits and obligations.

1. Reason for Separation

Your employment is being terminated due to reasons determined by management, which may include but are not limited to performance, restructuring, or other business considerations. This decision is final and has been made in accordance with Company policies and applicable law.

2. Final Pay and Benefits

You will receive all earned wages, including payment for all accrued but unused vacation or paid time off, as required by law. Any outstanding expenses properly documented will be reimbursed in accordance with Company policy. Your benefits coverage, including health insurance, will continue as provided by applicable law or Company policy and will be detailed in separate correspondence.

3. Return of Company Property

You are obligated to return all Company property in your possession, including but not limited to keys, identification badges, electronic devices, documents, and any confidential information or materials. Failure to return Company property may result in legal action.

4. Confidentiality and Non-Disclosure

You acknowledge your continuing obligations under any confidentiality, non-disclosure, or non-compete agreements executed during your employment. You agree not to disclose or use any confidential or proprietary information of the Company, either during or after your employment.

5. Release of Claims

Except as otherwise provided by law or in writing, you release the Company and its directors, officers, employees, and agents from any and all claims, liabilities, or causes of action arising out of your employment or separation therefrom.

6. References

The Company will provide employment verification upon request. No other references or recommendations shall be provided unless specifically authorized in writing.

7. Governing Law

This Separation of Employment Letter shall be governed by and construed in accordance with the laws of the State of _____, without regard to its conflict of law principles.

8. Entire Agreement

This letter, together with any agreements referenced herein, constitutes the entire understanding between you and the Company regarding your separation and supersedes all prior discussions or agreements.

Acknowledgment and Acceptance

By signing below, you acknowledge that you have read, understood, and agree to the terms of this Separation of Employment Letter, and that you have had the opportunity to consult with legal counsel prior to signing.

EMPLOYEE SIGNATURE

COMPANY REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

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