

**Date:** \_\_\_\_\_  
**To:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Subject:** End of Employment Agreement Letter

Dear \_\_\_\_\_,

This letter confirms that your employment agreement with \_\_\_\_\_ will end effective \_\_\_\_\_ . All outstanding obligations and entitlements, including salary and benefits up to your end date, will be handled as per company policy and the terms of your agreement.

Please return all company property before your final day and direct any questions regarding your final paycheck or benefits to the Human Resources department.

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

\_\_\_\_\_  
Employer Signature  
Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature  
Date: \_\_\_\_\_