

Date: _____

To,
[Employee Name]
[Employee Address]

Subject: Termination of Employment Confirmation Letter

Dear [Employee Name],

This letter serves as formal confirmation of the termination of your employment with [Company Name], effective as of [Last Working Day], in accordance with the terms and conditions of your employment contract.

Your final paycheck and any accrued benefits up to your last working day will be provided as per company policy. Please ensure the return of all company property in your possession.

If you require any further information or documentation regarding your employment or termination, please contact the Human Resources department.

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

Sincerely,

[Authorized Signatory Name]
[Position]
[Company Name]