

EMPLOYMENT SEPARATION LETTER

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Introduction

An employment separation letter is a letter written by one employee of a company to another employee of the same company, explaining the reason behind the termination of the former's job position in the company. Termination of a job/employment can be for various reasons, such as transfer, marriage, pregnancy, dissatisfaction, etc. This reason is principally established by an employment separation letter.

Many employees in a company may be surprised that their colleague is leaving. An employment separation letter helps elucidate why the employee is leaving the job. It may also give the employee an opportunity to formally say goodbye to all hi/her friends/colleagues/seniors/juniors.

Employment separation letter Tips

Tips to write a good employment separation letter:

- While writing an employment separation letter, make sure the tone of the letter is regretful and not too practical.
- Do not go into the extreme details of your leaving as the tone of the letter is still official and has to be understandable by a third person.
- Every separation letter must express sadness at leaving the office, its environment. You must promise your coworkers that you will stay in touch with them.
- Mention the reason of your leaving, but do not mention the causes of it or the reasons behind it if your leaving is controversial or debatable.
- Reminisce politely, because as mentioned before, the tone of the letter is official and you cannot go down memory lane as you would for a friend or a family member.
- Mention good times of the past, mutual friends and occurrences, as well as some social gathering that you and the colleague might have attended.

Sample Employment separation letter

From,

Date-

To,

Subject: Termination of contract/employment

Dear _____,

It is with a heavy heart that I'm saying goodbye to you and all my other dear colleagues. Love and marriage, two of life's most important milestones, have risen to utmost importance in my life and my priorities demand that I should terminate my service and shift to Calcutta.

I'll miss working with you and everyone else. It has been a great journey of knowing and growing together—learning through all those seminars and conferences the intricacies of the business! Your tolerant behavior and good-natured demeanor only made it all the more enjoyable. I'll forever be grateful to you for your company and support.

However, change demands that I stop doing what I'm doing in the present. I shall soon get married and shift with my new family to Calcutta. The wedding invitation is enclosed and you must come. Once our separate lives begin, I suppose we won't have too much time to spare for each other's sake. But I do hope that even if we aren't good colleagues any longer, we will always be good friends.

Thanks and goodbye,

Regards,

XYZ

Employment separation letter Template

From,

Date-

To,

Subject: Termination of contract/employment

Dear _____,

It is with a heavy heart that I'm saying goodbye to you and all my other dear colleagues. My personal commitments insist that I stop being an employee of this company and therefore it is quite regretfully that I shall be resigning from my post as _____ [enter designation].

I want to thank you for all your help and support during the time I worked here. You were of the main reasons why I enjoyed my work so much. I wish you all the best for your future endeavors and hope all your years in the company are successful and fruitful.

Do keep in touch. Take care.

Regards,

XYZ [your name]

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