

Disengagement Letter to Employee

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Disengagement

After careful consideration, we regret to inform you that your employment with [Your Company Name] will be terminated effective [Last Working Day, e.g., 30 days from the date above]. This decision has been taken due to [reason for termination e.g., "ongoing restructuring of the department/company" or "performance concerns that have not improved despite repeated feedback and support"].

Please understand that this decision is final and has been made after thorough evaluation. Over the next few weeks, we are committed to providing you with support to ease this transition. You will receive all your due benefits and compensation entitled up to your last working day as per company policies and your employment agreement.

Your final paycheck, including accrued leave and any other owed benefits, will be processed on your last working day. You are requested to return any company property, such as keys, documents, and equipment, before your departure.

We recommend you to reach out to our HR department by [specific date] to clear any queries regarding your final settlement and benefits. We are thankful for your contributions during your tenure here and wish you success in your future endeavors.

If you require a reference letter or any additional assistance during your transition, please feel free to contact our HR department.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]