**Employment Separation Letter Template**

From,

Mr. Jack Litt

Senior Analyst

Date: September 10, 2022

To,

Mr. Nate Colby

The Chief

Legal Department

Subject: Termination of Contract of Employment

Dear Nate,

I is with a heavy heart that I have to break this news to you that I am saying goodbye to you and all my other dear colleagues. I am in a phase of my life where my personal commitments have become my priority and insist that I leave this job at our company. Therefore, I shall be resigning from my post as the senior analyst.

We have been the best of friends. I want to thank you for being there for me all these years, through thick and thin. You are the reason why I enjoyed coming to office and working so much. I wish you luck for future and hope all your years in the company are successful and fruitful.

Keep in touch. I will always be here if you need me.

Take care.

Regards,

Mr. Jack Litt

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