

Date: [Date]

To: [Employee Name]

[Employee ID]

[Employee Address]

Subject: Notice of Separation of Employment

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] will terminate effective [Last Date of Employment].

This decision follows our interactive process regarding your request for reasonable accommodation. Since [Date], we have reviewed your medical documentation and explored various options to enable you to perform the essential functions of your position as [Job Title].

Specifically, we have evaluated the following:

- The requested accommodation(s) of [List requested accommodations].
- Potential alternative positions within the company for which you are qualified.
- Modifications to your current work schedule or environment.

After a thorough review, we have determined that we are unable to provide a reasonable accommodation that would allow you to perform the essential functions of your role without causing undue hardship to the company operations. Additionally, no vacant positions are currently available for which you meet the qualifications.

Information regarding your final pay, benefits continuation (COBRA), and other separation details is enclosed with this letter. Please return all company property, including [List items, e.g., keys, laptop, ID badge], by [Date].

We thank you for your service to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]