

Severance Letter

Date:

Employee Name:

Employee Address:

Dear

,

This letter serves as formal notice of the termination of your employment with , effective .

Reason for Termination

Severance Package

You will receive the following severance benefits:

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Final Pay and Benefits

Your final paycheck, including any unused vacation days and applicable benefits, will be provided on .

Return of Company Property

Please return all company property by .

Additional Information

If you have any questions or need further information, please contact .

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

Sincerely,

Name:

Title:

Company Name: