

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Profit-Sharing Payout Following Separation of Employment

Dear [Employee Name],

This letter is to formally notify you regarding the distribution of your profit-sharing payment following your departure from [Company Name] on [Separation Date].

Based on the company's performance and your eligibility during the performance period of [Start Date] to [End Date], you are entitled to a payout in the amount of \$[Amount].

Please note the following details regarding this payment:

- **Payment Date:** [Date]
- **Method of Delivery:** [Direct Deposit / Mailed Check]
- **Taxation:** This payment is subject to applicable federal, state, and local tax withholdings.

If you have any questions regarding your vesting status or the calculation of this payout, please contact the Human Resources department at [Phone Number] or [Email Address].

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

Sincerely,

[Name]
[Title]
[Company Name]