Date: [Date]

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

Subject: Notice of Final Paycheck Processing

Dear [Employee Name],

Following the termination of your employment on [Termination Date], this letter serves to confirm the details regarding your final compensation.

Your final paycheck includes payment for the following:

- Regular hours worked from [Start Date] to [End Date]: [Amount]
- Unused Vacation/PTO (if applicable): [Amount]
- Commissions/Bonuses (if applicable): [Amount]
- Less standard tax withholdings and authorized deductions.

Total Net Amount: [Total Amount]

Method of Delivery:

[Option 1: This payment was processed via direct deposit on [Date].]

[Option 2: A physical check is enclosed with this letter.]

[Option 3: Your check is available for pickup at the main office.]

Please note that your access to company benefits will conclude on [Date]. You will receive a separate notice regarding COBRA and benefit extension options, if applicable.

If you have any questions regarding your final pay or require updated tax documents (Form W-2), please contact the Payroll Department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Company Name]