

**Date:** [Date]

**To:** [Employee Name]

**Subject:** Notice of Employment Termination

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is being terminated due to [Reason: e.g., restructuring / economic conditions], effective [Date].

As a remote employee, please follow the offboarding procedures outlined below:

**1. Final Compensation**

Your final paycheck, including payment for [unused vacation time / commissions / bonuses], will be issued on [Date] via [Direct Deposit / Mail].

**2. Return of Company Property**

The company will provide a prepaid shipping label and packaging to your home address on file. Please return the following items by [Date]:

- Laptop and peripherals
- Company smartphone
- Access badges or keys
- [Other specific equipment]

**3. IT Access**

Your access to company email, Slack, and internal servers will be deactivated on [Date] at [Time]. Please ensure you have saved any personal documents (such as paystubs or tax forms) prior to this time.

**4. Benefits and COBRA**

Information regarding your health insurance coverage and COBRA enrollment will be sent via [Email/Mail] by the HR department within [Number] days.

**5. Severance (If Applicable)**

Attached to this email is a Separation Agreement. To receive the severance package of [Amount/Weeks], please sign and return the document by [Deadline].

If you have any questions regarding your offboarding, please contact [HR Contact Name] at [Email Address].

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

Sincerely,

[Name]

[Title]

[Company Name]