

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

[Date]

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

**Subject: Severance Payout and Financial Finalization**

Dear [Employee Name],

This letter serves to confirm the final financial arrangements regarding the conclusion of your employment with [Company Name], effective [Termination Date].

**1. Final Salary and Vacation Pay**

Your final paycheck will include your regular wages earned through your last day of work, as well as payment for [Number] days of accrued but unused vacation time. This amount totals [Amount] and will be paid on [Date] via [Payment Method].

**2. Severance Payment**

In accordance with your [Employment Agreement/Severance Package], the company will provide a severance payment of [Amount], subject to applicable tax withholdings. This payment is contingent upon the signing and return of the attached Release of Claims Agreement by [Deadline Date].

**3. Benefits and Expense Reimbursements**

- Health insurance coverage will continue through [Date].
- Information regarding COBRA enrollment will be sent under separate cover.
- Any outstanding business expenses submitted by [Date] will be reimbursed by [Date].

**4. Retirement Accounts and Company Property**

Please contact [HR Contact Name] at [Phone/Email] regarding the distribution or rollover of your [401k/Pension] funds. Please ensure all company property, including [Laptop/Keys/ID Badge], is returned by [Date].

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

Sincerely,

[Name of Sender]  
[Title]  
[Company Name]