

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

[Date]

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

Subject: Notification of Severance Payment Schedule

Dear [Employee Name],

Following our recent discussion regarding your separation from [Company Name], this letter serves to formally outline the schedule and details for your severance payments.

Your total severance amount is \$[Total Amount], subject to applicable taxes and withholdings. This amount will be paid according to the following schedule:

- **First Payment:** \$[Amount] to be paid on [Date]
- **Second Payment:** \$[Amount] to be paid on [Date]
- **Final Payment:** \$[Amount] to be paid on [Date]

Payments will be issued via [Direct Deposit/Check]. Please ensure that your contact information and banking details on file remain accurate during this period.

If you have any questions regarding this schedule or your benefits, please contact the Human Resources department at [Phone Number] or [Email Address].

We wish you the best in your future professional endeavors.

Sincerely,

[Sender Name]
[Sender Title]