

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

[Date]

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

Subject: Final Compensation and Severance Package Breakdown

Dear [Employee Name],

This letter provides a detailed breakdown of your final compensation and severance benefits following your separation from [Company Name], effective [Last Day of Employment].

1. Final Earned Wages

Your final paycheck includes payment for hours worked during the current pay period from [Start Date] to [End Date].

Gross Amount: \$[Amount]

2. Accrued Paid Time Off (PTO)

You will be compensated for [Number] hours of unused vacation/PTO time.

Gross Amount: \$[Amount]

3. Severance Pay

Per the terms of your [Employment Agreement/Separation Agreement], you are eligible for severance pay totaling [Number] weeks of base salary.

Gross Amount: \$[Amount]

4. Total Gross Payment

The total gross amount of your final payment is: \$[Total Amount]

5. Deductions and Distribution

All payments are subject to applicable federal, state, and local tax withholdings. Your final payment will be issued via [Direct Deposit/Physical Check] on [Date].

6. Benefits and Insurance

[Details regarding health insurance coverage, COBRA enrollment, or 404k status].

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

Sincerely,

[Name]

[Title]

[Company Name]