

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

[Date]

[Employee Name]  
[Employee ID]  
[Home Address]

Subject: Severance Payout Schedule

Dear [Employee Name],

Following our recent discussion regarding the redundancy of your position, this letter outlines the specific schedule and breakdown of your severance payments and final entitlements.

Your final day of employment with [Company Name] is [Final Date of Employment].

The total gross redundancy package is calculated as follows:

- **Severance Pay:** \$[Amount] (Based on [Number] years of service)
- **Notice Period Pay:** \$[Amount] (In lieu of [Number] weeks' notice)
- **Accrued Annual Leave:** \$[Amount]
- **Other Entitlements:** \$[Amount]
- **Total Gross Amount:** \$[Total Amount]

Payment Schedule:

The total amount, subject to applicable tax withholdings and statutory deductions, will be paid according to the following timeline:

Payment Description	Scheduled Date	Estimated Net Amount
First Installment / Lump Sum	[Date]	[\$Amount]
Final Expense Reimbursements	[Date]	[\$Amount]

All payments will be made via [Direct Deposit / Check] to your account on file. Please ensure your contact and banking details remain current.

If you have any questions regarding these calculations or the payment dates, please contact the HR Department at [Phone Number] or [Email Address].

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]