

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

[Date]

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

Re: Notice of Lump Sum Severance Disbursement

Dear [Employee Name],

This letter serves to formally confirm the details regarding the severance payment associated with your separation from [Company Name], effective [Separation Date].

In accordance with your [Employment Agreement/Separation Agreement], the company will issue a one-time lump sum severance payment in the gross amount of \$[Amount].

Please note the following details regarding this disbursement:

- **Gross Amount:** \$[Amount]
- **Tax Withholdings:** This payment is subject to all applicable federal, state, and local tax withholdings.
- **Net Amount:** \$[Net Amount]
- **Payment Date:** This payment will be issued on [Date] via [Direct Deposit/Check].

This lump sum payment represents the full and final settlement of severance benefits owed to you. If you have questions regarding your final pay stub or tax documentation, please contact the Payroll Department at [Phone Number/Email].

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

Sincerely,

[Name]
[Title]
[Company Name]