

[Date]

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

**Subject: Notification of Separation and Severance Terms**

Dear [Employee Name],

This letter is to formally confirm that your employment with [Company Name] will terminate effective [Separation Date]. This decision is [reason for separation, e.g., due to a reduction in force / final].

**1. Final Compensation**

You will receive your final paycheck on [Date], which includes your salary through your final day of work and payment for any accrued but unused vacation time, subject to standard withholdings.

**2. Severance Payment**

In exchange for signing the attached Separation Agreement and General Release, the Company offers you a severance payment of \$[Amount]. This payment will be made in [a lump sum / installments] starting [Number] days after the agreement is signed and returned.

**3. Benefits and COBRA**

Your health insurance coverage will continue through [Date]. After this date, you will be eligible to continue coverage through COBRA. You will receive a separate enrollment packet via mail.

**4. Company Property**

Please return all company property, including [laptop, keys, ID badge, credit cards], to [Department/Name] by [Date].

**5. Confidentiality and Non-Disparagement**

Please remember that your obligations regarding company confidentiality and intellectual property remain in effect after your departure. We also ask that you refrain from making disparaging remarks about the Company.

To accept these severance terms, please sign and return the attached agreement by [Deadline Date].

We thank you for your contributions and wish you the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]