

[Date]

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

Dear [Employee Name],

This letter outlines the details of the severance package being offered to you by [Company Name] in connection with your departure on [Termination Date].

### **1. Severance Payment**

The Company offers you a gross amount of \$[Amount], which is equivalent to [Number] weeks of pay. This amount is subject to standard payroll taxes and withholdings. This payment will be made in [a lump sum / bi-weekly installments].

### **2. Payment Schedule**

Subject to your signing and not revoking the Separation Agreement, payments will be distributed as follows:

- First Payment Date: [Date]
- Subsequent Payments: [Details of remaining schedule, if applicable]

### **3. Benefits and COBRA**

Your health insurance coverage will continue through [End Date]. After this date, you will receive information regarding your right to continue coverage under COBRA. [Optional: The Company will subsidize your COBRA premiums for a period of [Number] months].

### **4. Unused Paid Time Off (PTO)**

You will be paid for all accrued but unused PTO, totaling [Number] hours, in your final paycheck on [Date].

### **5. Conditions**

To receive the severance pay described above, you must sign and return the attached Separation Agreement and General Release by [Deadline Date]. You have [Number] days to consider this offer.

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

Sincerely,

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