

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

[Date]

[Employee Name]
[Employee Address]

RE: Separation of Employment and Severance Offer

Dear [Employee Name],

This letter serves to confirm that your employment with [Company Name] is terminated, effective [Date]. As you are currently in your probationary period, your employment is being terminated under the at-will employment policy.

Although the company is not legally obligated to provide severance pay, we would like to offer you a transition payment to assist you during this period. In exchange for signing a general release of claims, [Company Name] offers you the following:

- **Severance Payment:** A one-time lump sum payment of \$[Amount], less applicable taxes and withholdings.
- **Final Pay:** Your final paycheck, including all hours worked up to your termination date and any accrued unused vacation (if applicable by state law), will be issued on [Date].
- **Benefits:** Your medical benefits will continue through [Date]. Information regarding COBRA will be sent under separate cover.

Conditions:

To receive the severance payment described above, you must sign and return the enclosed Separation Agreement and General Release by [Deadline Date]. By signing, you agree to waive any and all claims against [Company Name] arising from your employment or its termination.

Please return all company property, including keys, laptop, and ID badges, by [Date].

We wish you the best in your future endeavors.

Sincerely,

[Sender Name]
[Title]
[Company Name]

Acknowledgment:

I, [Employee Name], accept the terms of the severance offer as outlined above.

Signature: _____ Date: _____