

[Company Letterhead/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter confirms the terms of your voluntary departure from [Company Name], effective [Last Working Day Date]. We appreciate your contributions during your tenure and wish you success in your future endeavors.

1. Severance Payment

In exchange for signing the attached Separation Agreement and General Release, the Company will provide you with a severance payment in the gross amount of \$[Amount]. This payment will be paid in a lump sum, less applicable taxes and withholdings, within [Number] days of the effective date of the Agreement.

2. Outplacement Services

To assist in your career transition, the Company will provide you with outplacement services through [Name of Outplacement Agency]. These services include [list services, e.g., resume writing, interview coaching, and job search assistance] for a period of [Number] months. You may initiate these services starting on [Start Date] by contacting [Contact Name/Phone/Email].

3. Benefits and Final Pay

You will receive your final paycheck for hours worked through your departure date, as well as payment for any accrued but unused vacation time, on your final day of employment. Your health insurance coverage will continue through [Date], after which you will receive information regarding COBRA enrollment.

4. Return of Property

Please ensure that all company property, including keys, badges, laptops, and mobile devices, are returned to [Department/Name] by [Time] on your final day.

5. Confidentiality

We remind you of your ongoing obligation to maintain the confidentiality of [Company Name]'s proprietary information, as outlined in your initial employment agreement.

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

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Company Name]