

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Exit Clearance and Final Paycheck Notification

Dear [Employee Name],

This letter is to confirm the completion of your exit clearance process following your departure from [Company Name] on [Last Working Date].

We acknowledge that you have successfully returned all company property, including your [list items, e.g., laptop, ID badge, keys], and that all outstanding department clearances have been signed off.

As a result, your final paycheck has been processed. This payment includes:

- Salary for the final pay period worked
- Unused vacation/PTO balance (if applicable)
- [Other applicable payments or deductions]

The total net amount of [Amount] will be [paid via direct deposit / enclosed as a check]. You will receive your formal payslip via [email/mail] by [Date].

Please note that your access to company systems has been deactivated. If you have any questions regarding your benefits, tax forms (W-2), or this final payment, please contact the HR Department at [Phone Number] or [Email Address].

We wish you the best in your future endeavors.

Sincerely,

[Name]

[Title]

[Company Name]