

Dear [Employee Name],

This letter confirms that your employment with [Brokerage Name] will end on [End Date]. We want to thank you for your contributions to our team and our clients during your time here.

Please take note of the following important information regarding your offboarding:

- **Final Pay:** Your final paycheck, including any accrued vacation time, will be issued on [Date] via [Payment Method].
- **Benefits:** Information regarding your COBRA coverage and the status of your health benefits will be sent to your personal email address by [Date].
- **Equipment Return:** Please return all company property, including your laptop, building keys, and corporate credit cards, by [Time] on [Date].
- **Licensing:** We will notify the Department of Insurance regarding the termination of your appointment with our brokerage effective [Date].

We value your feedback regarding your experience at our firm. Please complete our confidential Exit Survey by clicking the link below:

[Click Here to Complete the Exit Survey](#)

We wish you the best in your future professional endeavors.

Sincerely,

[Sender Name]

[Title]

[Brokerage Name]