

Termination Letter Template - With Severance

Employee Name:	Job Title:
Supervisor Name:	Department:
	Date:

This letter is to inform you that your employment with [Company Name] (Company) is **terminated** effective [Date].

As part of the termination, and as good faith to the contributions you provided to the Company, a severance package is being offered at this time. See the attached Severance and Release agreement for specific details.

To accept this severance package, please sign and return the attached to [HR rep] no later than [Date, at least five days in the future]. If you choose not to sign the Release of Claims, please notify [HR rep] in writing by [same date].

Final Regular Paycheck: will be paid on [Date] and [will or will not] include payment for accrued but unused vacation/sick time, in accordance with company policy and laws in your state. This payment is separate from the agreed upon severance payment.

Health Insurance Benefits: (if applicable) will end on [Date]. You will receive information from our plan administrator regarding your right to COBRA coverage.

Retirement Accounts: you may discuss your options by emailing [Email].

Company Property: Any items listed below must be returned to the Company no later than [Date]. Please coordinate with [HR rep] to facilitate the return of these items.

[list company property]

Thank you for your service at [Company Name].

[Name, sign above]

[Job title]

CC: HR
Employee personnel file