

Termination Letter Template - With Severance

[Date]

Dear [Employee Name],

This letter is to inform you that your employment with [Company Name] (Company) is terminated effective as of [Date]. A severance package is being offered, which includes:

[provide details of severance package]

To accept this severance package, please sign the attached Release of Claims and return 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].

Your final paycheck from the Company will be paid on [Date] and [will or will not] include payment for accrued but unused vacation/sick time. Your health insurance benefits, if applicable, will continue through [Date]. You will receive information from our plan administrator regarding your right to COBRA coverage. If you have retirement accounts with the Company, you may discuss your options by emailing [Email].

Company records indicate that you have the following Company property in your possession:

[list items]

These items must be returned to the Company no later than [Date]. Please coordinate with [HR rep] to facilitate the return of these items.

Thank you for your service at [Company Name].

[Name, sign above]

[Job title]

CC: HR

Employee personnel file