

[Date letter is written]

[Employee name],

This letter is to confirm our discussion that your employment with [Company Name] will end as of [Termination Date].

As discussed, the reason behind the termination is because of [List reasons of termination]. You will receive [List compensation the individual will receive, including final pay and severance].

Payment for unused vacation time will be included in your final paycheck, which you will receive [Include information on when and how they will receive their paycheck]. You are required to return [List company property employee has in its possessions]. Your health care benefits will [List how long health care benefits will last]. You will receive a separate letter with information on The Consolidated Omnibus Budget Reconciliation Act (COBRA) continuation of group coverage. Your 401(k) plan is administered by [Name of fund administrator].

You will need to update the company with a current mailing address so we can send a W-2 form and follow-up COBRA and 401(k) information. Also, keep in mind that you have signed a confidentiality agreement.

Please review the attached copy. Please let us know if we can assist you during this transition.

Sincerely,

[Employer name and signature]

Sample Letter Turnover Documents

R Sanford



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