

Insert Company Logo Here

Sample Termination Letter

Dear _____,

As we have discussed, your employment with our Company will terminate at the close of business on (date). You are entitled to the following benefits, per our Company policy:

1. Your salary will be continued through (date).
2. Your health insurance benefits will continue through (date). Beyond that date, your rights to continue coverage under COBRA will be provided to you under separate cover.
3. You will be paid for your unused, accrued vacation and personal time.
4. You should contact the Retirement Coordinator at (number) regarding your Deferred Compensation and Pension Plan participation.

Should you have further questions, you may contact (name) at (number).

Sincerely,

Human Resources Representative

**(Certain states require service letters which must also include a reason for the termination. If this is the case in your state, or if you wish to document the reason(s), make sure to include only verifiable facts).*