

# Final Pay and Benefits Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to confirm the termination of your employment with [Company Name] effective [Termination Date]. As per our discussions, this letter outlines the final pay and benefits details.

## Final Pay

Your final paycheck will include:

- All outstanding hours worked through your termination date.
- Unused vacation days, calculated per company policy.
- Any applicable bonuses or incentives earned.

This final payment will be processed on [Final Pay Date] and will be delivered to you via [Payment Method].

## Benefits

Your health insurance benefits will continue until [End Date]. You may be eligible to continue coverage under COBRA; details regarding this will be mailed to your address.

Please return any company property by [Return Date]. If you have any questions regarding your final paycheck or benefits, do not hesitate to reach out.

We appreciate your contributions to [Company Name] and wish you all the best for your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]