

Employee Benefits Recap

Dear [Employee's Name],

As part of your exit interview process, we would like to take this opportunity to recap the benefits you have received during your employment with [Company Name]. Below is a summary of your benefits:

Healthcare Benefits

- Medical Insurance: [Details]
- Dental Insurance: [Details]
- Vision Insurance: [Details]

Retirement Plans

- 401(k) Plan: [Details]
- Pension Plan: [Details]

Paid Time Off

- Vacation Days: [Number of Days]
- Sick Leave: [Details]
- Holidays: [List Holidays]

Other Benefits

- Life Insurance: [Details]
- Employee Assistance Programs: [Details]
- Other Benefits: [Details]

Please review this information and let us know if you have any questions or if there is anything further we can assist you with as you transition out of [Company Name].

Thank you for your contribution to our team.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]