

Final Paycheck Details

Dear [Employee's Name],

We hope this message finds you well. Below are the details regarding your final paycheck:

Final Paycheck Breakdown

- Employee ID: [Employee ID]
- Pay Period: [Start Date] to [End Date]
- Base Salary: \$[Amount]
- Hours Worked: [Total Hours]
- Overtime: \$[Amount]
- Paid Time Off (PTO): \$[Amount]
- Bonus: \$[Amount]

Deduction Summary

- Taxes: \$[Amount]
- Health Insurance: \$[Amount]
- Retirement Contributions: \$[Amount]

Total Paid

Final Amount: \$[Total Amount]

If you have any questions regarding your final paycheck, please feel free to reach out to the HR department.

Thank you for your contributions during your time with us.

Sincerely,

[Your Company Name]

[Your Company Contact Information]