

Termination Follow-Up Action Items

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Follow-Up on Termination Action Items

Dear [Employee Name],

As a follow-up to our recent discussion regarding your termination from [Company Name], we would like to outline the action items that need to be addressed:

1. **Return of Company Property:** Please ensure that all company property, including keys, electronics, and identification badges, are returned by [Return Date].
2. **Final Paycheck:** Your final paycheck will be processed on [Pay Date]. Please confirm your mailing address to avoid any delays.
3. **Benefits Information:** You will receive details regarding your benefits and any necessary actions that you need to take. Please review the attached document.
4. **Exit Interview:** We would appreciate your participation in an exit interview scheduled for [Date/Time], if you are agreeable.
5. **Contact Information:** Please provide your updated contact information for any future correspondence regarding your employment and final arrangements.

If you have any questions, please do not hesitate to reach out to me directly via email or phone.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]