

Subject: Request for Clarification on Termination Notice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the termination notice I received on [date of termination notice]. I would like to seek clarification on a few points to ensure I fully understand the implications and next steps.

Specifically, I would appreciate if you could provide further details on the following:

- Reasons for termination
- Final paycheck and benefits status
- Return of company property

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]