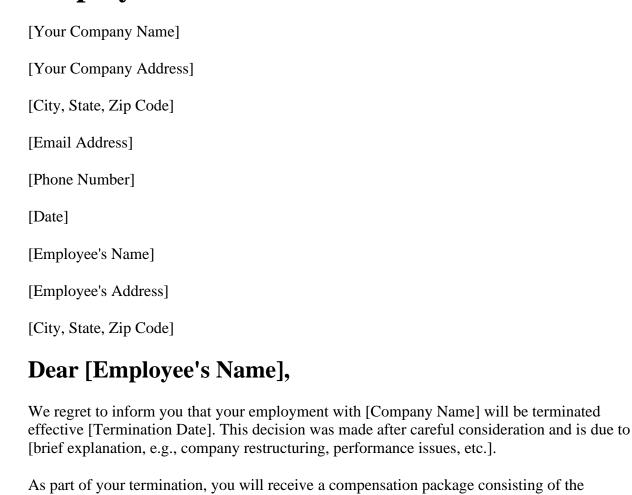
Employment Termination Letter



- Payment for all accrued vacation daysSeverance pay equivalent to [Number] weeks of salary
- Continuation of health benefits for [Number] months

Please arrange a meeting with [HR Contact Name] to discuss your final paycheck and any other benefits you are entitled to. We wish you the best in your future endeavors.

Thank you for your contributions to [Company Name].
Sincerely,
[Your Name]

[Your Job Title]

following: