

Early Exit Clarification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We hope this message finds you well. We are writing to formally clarify the terms regarding your early exit from employment at [Company Name] as per our recent discussions and the signed severance agreement dated [Insert Date].

As outlined in the severance agreement, your employment with [Company Name] is set to conclude on [Insert Termination Date], and as such, you are eligible for the agreed-upon severance package. We would like to confirm that your final paycheck, including any accrued vacation days, will be processed and sent to you by [Insert Date].

It is important to note that after your exit date, any company property should be returned by [Insert Return Date]. Please ensure that all company files and materials are handed over to your immediate supervisor or the HR department.

If you have any questions or require further clarification regarding this process, please do not hesitate to reach out to us.

Thank you for your contributions to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]