

# Employment Cessation Procedures

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day]. This decision has been made following [reason for cessation, e.g., organizational changes, performance issues, etc.].

## Next Steps

1. Please ensure that you return all company property, including keys, identification badges, and any electronic devices by your last working day.
2. A final paycheck will be provided to you on [Insert Payment Date], and it will include any accrued vacation days or outstanding reimbursements.
3. You are entitled to continue your health benefits until [Insert Date]. Further information regarding your benefits will be provided separately.
4. If you have any questions about your final paycheck or benefits, please contact [HR Contact Name] at [HR Contact Email/Phone Number].

We appreciate your contributions to [Company Name] during your time here and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]