

Termination of Employment Guidelines

Date: [Insert Date]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. Below are the guidelines and procedures that will be followed:

1. Final Paycheck

Your final paycheck will include all earned wages up to and including your last day of work, as well as any accrued vacation days.

2. Benefits

Your benefits will cease on [Benefit Termination Date]. Please contact our HR department for information regarding COBRA or other benefits available to you.

3. Return of Company Property

Please schedule a time to return all company property, including keys, electronic devices, and any documents.

4. Exit Interview

An exit interview will be conducted on [Exit Interview Date] to discuss your experience and feedback.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]