Oct. 29, 20XX

Mr. Peters,

This employment termination letter is to inform you that your employment with The Internet Company will end as of October 29, 20XX. This decision cannot be changed.

You will receive your final paycheck for this month and payment for remaining leave today. Once you have signed and returned the attached release of claims document, you will receive a $25,000 severance payment.

Your health care benefits will remain in effect for another 90 days.

You are requested to return the company laptop, swipe card, and cell phone before the end of the day.

Also, keep in mind that you have signed a confidentiality agreement. Please review the attached copy.

If you have questions about compensation, benefits, company property or policies you have signed, please contact John Doe at 555-0600.

Yours,

Barry White