June 8, 20XX

Mr. George Gonzalez

1831 Smith St.

Arcadia, LA 71001

Dear George,

The purpose of this letter is to follow up with you after your termination meeting this morning. It contains information you will need as you seek new employment opportunities.

First, due to the termination of your employment, if you return to the workplace, your presence will be considered trespassing. You cleared out your cubicle and took all of your personal belongings with you and you turned in your company laptop and employee badge so you should have no reason to return.

We are not offering you any severance pay because your employment was terminated for a cause which we covered with you at the termination meeting.

Your accrued PTO will be included in your final paycheck\* which you will receive on our regular payday, one week from this Friday. We will mail your final paycheck to the address we have on record which is where we are sending this termination letter. If this is not the proper address for the paycheck, please send an email to the HR manager, Ellen Parling, with the preferred address.

We will send a separate benefits status letter that will outline the benefits you will receive following the termination of your employment. The letter will include information about your eligibility for COBRA, a continuation of group health coverage.

Please keep the HR office up-to-date on your contact information so that we are able to provide the information you may need in the future such as your W-2 form and the follow-up COBRA information.

Regards,

Martin Fashow

Quality Department Manager