**Jordan Goode**

100 Broadway Lane, New Parkland, CA, 91010

Cell: (555) 987-XXXX

example-email@example.com

Dear Ms. Lintz,

As per our meeting on September 19, your employment with Riverfront Hotel & Spa will be terminated effective September 30. This letter officially confirms your termination as per the circumstances discussed during our meeting. Attached is a release waiver requiring your signature and return.

I have scheduled another meeting with you on September 24 at 10am. At this meeting, I will provide information on your severance package, any accumulated paid time off and vacation time and any other benefits you may be entitled to receive. Your final paycheck and a severance check will be presented on your last day of work with us on September 30.

Also attached is an information package with further details of our termination process along with the name and number of a representative from our HR department you may contact with any further questions. I will also be able to answer any questions you may have during our September 24 meeting.

I want to take a moment to thank you for the work you did for us during your time at Riverfront Hotel & Spa. Since you’re departing on good terms, you are more than welcome to seek employment at any of our other properties.

Kind Regards,

Jordan Goode