[Date]

Dear [Employee Name],

I regret to inform you that your employment with [Company Name] is terminated effective [date].

Four weeks of severance pay is being offered in exchange for signing the attached release of claims and returning the signed release to human resources no later than [date]. If you choose not to sign the attached release of claims, please inform human resources in writing of this decision.

Your final paycheck for hours worked will be paid on the regularly scheduled payday following your last day of work.

Your health insurance benefits will continue through [date]. Your rights to continue coverage under COBRA will be provided to you by mail from our plan administrator.

You can contact [retirement plan administrator] at [phone number] regarding your retirement plan distribution options.

The following [Company Name] property must be returned to human resources on your final day of employment:

[Type of property (cellphone, laptop, keys, etc.)]

Please contact me at [phone] or [e-mail] should you have any questions.

Sincerely,

[Name]

[Job Title]