[Insert first name] [Insert last name]
[Insert home address]
[Insert city, state zip]

Dear [insert first name]:

[Choose one]
In conjunction with your voluntary resignation from , your last day of employment is [insert date].

OR

Your last day of employment at is [insert date]. As part of your transition to new employment, you will receive [insert number] weeks of severance, paid through the regular payroll schedule.

You and your dependents are entitled to certain termination privileges under your group insurance coverage. Your medical and dental coverage will continue through [insert date]. Beyond [insert date] you are entitled to continue the medical and dental insurance plans through COBRA. Attached is an outline of your rights and the costs involved. Please indicate your decision, sign the attached forms and return the forms to me as soon as possible.

Additionally, you may convert your long-term disability coverage with [insert LTD company name], within 31 days following your termination date, and you have the right to convert your group life insurance with [insert life insurance company name]. If you would like to convert or need more information, please call me. Also, enclosed is the information you will need to contact [insert 401(k) provider name] about your 401(k) balance.

You will receive your last regular payroll check on [insert date]. You have earned [insert number] vacation days for the calendar year of [insert current calendar year] and you have used [insert number] of them. You have also earned [insert number] sick days for the calendar year of [insert current calendar year] and you have used [insert number] of them. In accordance with our vacation and sick day policy, you are required to reimburse the company for vacation and sick days advanced but not earned. On your last payroll check of [insert date], we will deduct [insert number] vacation days and [insert number] sick days that were advanced but not earned.

If you have any questions, please feel free to contact me at [insert phone number].

Sincerely,

Enclosures