[Date]

Dear [Employee Name],

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

[X 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 [insert here].

You can contact [Retirement Company Name] at [phone number] regarding your retirement plan distribution options.

[Name] will be in contact with you about the return of your company laptop.

Please contact me at [phone number] or [email] should you have any questions.

Sincerely,

[Your Name]

[Your Title]