Sample Communication  
*Please Customize for Your Organization*

[DATE]

[NAME]

[ADDRESS]

[CITY, STATE, ZIP]

Dear [NAME]:

Pursuant to our review and as we discussed, I regret to inform you that your employment with [COMPANY] (“The Company”) is terminated effective [DAY, DATE].

This letter will serve to document the discussion that you had with [COMPANY] and is intended, in part, to provide information regarding the termination from the Company. It outlines the terms and conditions of your separation regarding benefits. I hope that this letter will provide you with all such information; however, if you should have any questions, I encourage you to call me.

*Final Pay -* Enclosed with this letter is a check including your regular weekly pay through [DATE] and any unused, accrued vacation time off.

*Medical -* This benefit will continue for you and your dependents (if applicable) through [DATE]. Such participation shall be pursuant to the terms of these individual plans, including those provisions pertaining to the rights of the beneficiaries and family. Any outstanding claims/bills for any approved services incurred through [DATE] will be paid as usual. On [DATE], you may choose to continue coverage through COBRA at your own expense.

*COBRA* - At the end of the benefit continuance period [DATE], you will be offered COBRA coverage. COBRA is a federally mandated program whereby the employee and dependents (if applicable) may elect to continue medical coverage for a period of up to 18 months as long as the full cost of the premium is paid on a monthly basis. You have a 60-day window of opportunity from [DATE] to select COBRA benefits by notifying [NAME] and returning the appropriate forms. You will be receiving paperwork shortly regarding how to elect COBRA benefits.

*Unemployment Insurance* - You may apply for unemployment benefits immediately. The enclosed paperwork details how to apply for unemployment benefits. For further information please contact your local unemployment office.

*References* - If you would like [Company] to give a potential employer a reference, you will need to send me an authorization in writing before any information can be released. However, we will verify dates of employment and job title only.

*Change of Address* - Please notify me immediately if you have a change of address.

[IF YOU CHOOSE TO ACCEPT THE ENCLOSED SEVERANCE AGREEMENT, PLEASE SIGN AND DATE THE ENCLOSED AGREEMENT AND RETURN TO ME NO LATER THAN X DAYS OR DATE. IF I DO NOT RECEIVE THE SIGNED AGREEMENT BY THAT DATE, THE SEVERANCE OFFER WILL BE NULL AND VOID.]

[COMPANY] wishes you the best of luck in your career and every success in your future endeavors.

Sincerely,

[NAME]

[TITLE]

[COMPANY]