

Severance Letter

[Date]

[Employee Name]

[Employee Address]

[City, State ZIP Code]

Dear [Employee Name],

This letter serves as formal notice of the end of your employment with [Company Name], effective [Last Day of Employment].

As an at-will employee, your employment can be ended at any time, with or without cause or prior notice. The decision to terminate your employment is final and will become effective as of the date noted above.

As part of our severance arrangement, you will receive the following:

- [Severance Pay Details, e.g., amount, payment method, and schedule]
- [Information on continuation of benefits, if applicable]
- [Details regarding your final paycheck and accrued benefits, if any]

All company property must be returned on or before your final day. Please contact [HR Contact Name] at [Contact Info] with any questions.

We thank you for your service to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]