

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you that your employment with [Company Name] has been officially terminated as of [Termination Date]. This letter serves as a confirmation of your final paycheck details.

Your final paycheck will include:

- Regular hours worked from [Start Date of Pay Period] to [End Date of Pay Period]

- Any accrued vacation or paid time off

- Any outstanding reimbursements or payments due to you

The total amount of your final paycheck will be [Total Amount]. Your paycheck will be processed and made available to you by [Paycheck Issuance Date].

Please ensure that any company property in your possession has been returned to your supervisor. If you have any questions regarding your final paycheck or benefits, feel free to reach out to [HR Contact Name] at [HR Contact Phone] or [HR Contact Email].

We appreciate your contributions during your time with us, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]