

Termination and Final Pay Acknowledgement

Subject: Final Pay and Company Property Acknowledgement

Dear [Employee Name],

This letter confirms that your employment with [Company Name] ended effective [Last Day of Employment].

Your final paycheck, which includes [list components, e.g., all accrued but unused vacation pay, final regular wages], will be available on [Date] via [direct deposit/check].

You have returned the following company property:

- [List returned items, e.g., Laptop, key fob, ID badge]

According to our records, the following items are still outstanding:

- [List any unreturned items, e.g., Company credit card]

Please arrange to return any outstanding items to [Name/Department] at [Address] by [Date]. Failure to return company property may result in deductions from your final pay as permitted by law, and/or a bill for the replacement cost.

By signing below, you acknowledge that you have received your final paycheck and have returned all company property in your possession, or you acknowledge the list of outstanding items.

We wish you the best in your future endeavors.

Sincerely,

Human Resources Department

[Company Name]

ACKNOWLEDGEMENT

I acknowledge that I have received my final paycheck and have returned all company property, OR I acknowledge the list of outstanding items I am responsible for returning.

Signature: _____

Printed Name: _____

Date: _____

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