

Please return any company property, keys, access cards, or materials in your possession by [last

working day]. You will receive your final paycheck, including any accrued but unused vacation days, on [date of final paycheck, typically the next regular pay cycle]. Information regarding COBRA benefits continuation, if applicable, will be provided separately.

We understand that this news may be disappointing, and we want to assure you that we appreciate your efforts during your time with [Your Organization]. We wish you the best in your future endeavors and hope that you find success and fulfillment in your next opportunity.

If you have any questions or need further assistance, please do not hesitate to contact [HR

Sincerely,

[Your Name]

[Your Title/Position]

representative's name and contact details].

[Your Organization]