

Termination of Benefits Due to Employment Termination

Subject: Termination of Benefits Following Employment End

Dear [Employee Name],

We regret to inform you that all company-provided benefits, including [list benefits], will end effective [Termination Date], coinciding with the conclusion of your employment with [Company Name].

Please arrange the return of any company property and contact HR regarding any outstanding benefits or final settlements.

Sincerely,

[HR Manager Name]

[Company Name]

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