

DATE:

NAME:

ADDRESS:

Dear \_\_\_\_\_:

We are sorry that you are leaving \_\_\_\_\_, but we wish you much success in your new endeavor.

Your final paycheck will be deposited on \_\_\_\_\_ reflecting payment for hours worked through \_\_\_\_\_. Paid time off due to you (if any) will be included in your final check.

Your benefit coverage will end on \_\_\_\_\_. COBRA information for your benefit coverage(s) is included here. If you choose to elect COBRA for any of the benefits for which you may be eligible, please complete the paperwork (one election form per family member) within the required amount of time as described in your COBRA continuation letter and send back to us for processing.

Please return Company properties to your Supervisor or Human Resources. Company property includes:

\_\_\_\_\_

We wish you much success. Please do not hesitate to contact us with any questions you may have regarding your separation. We will be happy to help you in any way.

Sincerely,