

Termination Letter

Dear _____,

As we have discussed, your employment with our Company will terminate at the close of business on _____. You are entitled to the following benefits, per our Company policy:

1. Your salary will be continued through _____.
2. Your health insurance benefits will continue through _____. Beyond that date, your rights to continue coverage under _____ will be provided to you under separate cover.
3. You will be paid for your unused, accrued vacation and personal time.
4. You should contact the Retirement Coordinator at _____ regarding your Deferred Compensation and Pension Plan participation.
5. The reasons for your termination are _____

Should you have further questions, you may contact _____ at _____.

Sincerely,

Human Resources Representative