*NOTE: This letter is not necessarily written to comply with New York City/State or Federal requirements; it contains information in particular to NYS, and reflects the author organization’s operational preferences.*

Date

By Hand

Re: Separation from Employment

Dear [Employee Name];

I write to confirm that your last day of employment with [Organization Name] is [Insert Date], (the “Separation Date”).

You will receive your final paycheck on [Organization Name] first regular payroll date after your Separation Date.  It will include payment of any earned but unpaid salary due to you through the Separation Date. Payment for any accrued but unused paid vacation days you may be eligible to receive will be made separately and at a later date.

Your coverage and benefits as an active employee under [Organization Name] employee benefit plans will generally end on the Separation Date, in accordance with the terms and conditions of such plans, programs and policies.

The payments and benefits described in this letter will be subject to applicable federal, state, and local taxes and other applicable withholdings, to the extent required by law and in accordance with any other applicable withholding elections you have made.

Any requests for references should be directed to the HR Manager, who will respond by confirming your date of hire, date of separation, and last position held, and will state that it is [Organization Name] policy to provide no additional information. I attach a Record of Employment Form with information regarding New York State unemployment benefits. For further information, you may call the New York State Department of Labor (Unemployment Insurance Division) at 1-888-209-8124.

You must return (without retaining copies) all [Organization Name] information, materials and all property belonging to [Organization Name] in your possession, custody or control, including, but not limited to, all keys, security or access cards, [Organization Name] credit cards, documents (hard and electronic copies), regardless of who created them, books, smart phones and computer or other equipment (including the password(s) to use such property).

We appreciate your service to [Organization Name] and wish you the best in your future endeavors.

Sincerely,

[Organization Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: Name

Title

Enclosure (1): Record of Employment Form