Jack Smithers

Manager

2 Bigger Street

Somewhere Else, 90210, CA

Dear Jack Smithers:

It is with regret that we acknowledge your resignation, effective [click to enter a date]. Your exit interview with Mary is scheduled for 3pm on your last day of employment. In preparation for your last day, we offer the following information:

* Your final paycheck, including payment for all accrued, unused vacation, will be issued on November 14, 2016.
* Notify the payroll department at acmeHR@acme.com of any changes in your permanent address to avoid a delay in receiving your final paycheck and tax-related paperwork.
* Your medical benefits will be paid through June 30, 2017. Information regarding options for the extension of your medical benefits will be provided at your exit interview.
* For information regarding disbursement of your 401(k) account, please contact Mark at maryHR@acme.com.
* Please return all company property during your exit interview.

If you have any questions, please contact me at BillHR@acme.com.

We are sorry to see you leave and wish you the best of luck in your future endeavors.

Sincerely,

Bill Struthers