Click or tap to enter a date.

Name

Street Address

City, State Zip Code

Dear Name

Please note that your employment with Library Name is terminated, effective immediately, due to Reason. Your salary will be continued through Click or tap to enter a date. and your health insurance benefits will continue through Click or tap to enter a date.. Your rights to continue coverage under COBRA will be provided to you under separate cover.

You will be paid for your unused, accrued vacation time. You will be contacted regarding your 403(b) account.

Should you have any additional questions, please don’t hesitate to contact me. We wish you the best in your future endeavors.

Very truly yours,

Library Representative

Title