



Slate Rock & Gravel Company
Bedrock, Modern Stone Age
123-456-7890
www.slaterockgravel.org
George Slate, President

December 15, 10,000 BC

Fred Flinstone
301 Cobblestone Way
Bedrock, 70777

Dear Fred:

Provide the purpose for this letter and information about pay:

This letter is to inform you that your employment with Slate Rock & Gravel Company will terminate effective immediately - December 1, 10,000BC. You will be paid for the remainder of the week (through December 5, 10,000BC). Your final paycheck will be deposited via direct deposit on December 15, 10,000BC.

Provide information about why they are being terminated and the steps that were taken (keep it general at this point):

Your employment is terminated for performance-related reasons. The areas for development were documented by your supervisor and discussed with you on several occasions over the past 6 months. Multiple steps were taken to provide you with the opportunity for growth and improvement with the expectation that these measures would bring your skills to an acceptable level. Unfortunately, this did not happen.

Provide information about what will happen to any benefits they might have:

You will receive a notice from Yabadabadoo Health regarding your continuation of benefits through COBRA. You may be eligible for unemployment benefits through the state.

Provide information about what needs to be returned to the Library:

You will need to return your name badge and any other Library property that you may have. If you have any personal items at the Library, please make arrangements with your supervisor to pick them up.

We wish you success in your future endeavors.

Sincerely,

George Slate