

Termination follow-up email template

Confirm a termination after the meeting, with final pay, benefits, unemployment, and return of property.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

Terminations should always happen in a private conversation, not by email. This email follows that meeting and puts the practical details in writing: the effective date, final pay, benefits continuation, unemployment insurance information, return of company property, and a contact for questions. People rarely absorb details in a termination meeting, so the written follow-up matters.

Keep it short, factual, and respectful. It doesn't need to repeat the reasons for the decision, and it shouldn't argue the case. Have HR or counsel review it, especially if there are any signs of legal risk. If you are offering severance in exchange for a release, that goes in a separate agreement with the required review periods.

Version 1: Termination confirmation

SUBJECT Information following our meeting today

Hi [Employee first name],

This email confirms what we discussed when we met today. Your employment with [Company] ends effective [Date].

Final pay: your final paycheck, including wages through [Date] [and accrued, unused vacation as required by our policy and state law], will be paid on [Date] by [method].

Benefits: your health coverage ends on [Date]. You will receive a COBRA [or state continuation] election notice by mail, explaining how to continue coverage.

Unemployment: you may be eligible for unemployment benefits. Information about applying in [State] is attached [or at this link].

Retirement plan: your 401(k) balance [and vested portion of employer contributions] remains yours. [Plan administrator] will contact you.

Company property: please return [items] by [Date] using [method]. We will send a prepaid shipping label.

Personal items: [How they will be returned].

[If a severance agreement is offered: a separate severance agreement is attached. Please read it carefully. You have Number days to consider it.]

If you have questions about pay or benefits, contact me at [Phone or email].

[HR contact name]
[Title], [Company]

Version 2: Short version for a brief tenure

SUBJECT Your final pay and next steps

Hi [Employee first name],

Following our conversation, this confirms your employment ended on [Date].

Your final pay will be [deposited or mailed] on [Date]. Please return [items] to [Name] by [Date].
Information on unemployment insurance in [State] is attached.

Contact [HR contact] at [Phone] with any questions.

[HR contact]

Subject lines to try

- Information following our meeting today
- Your final pay and next steps
- Benefits and final pay information
- Confirmation of separation details
- Next steps after today

How to personalize it

- Have the conversation first, in person or by video.
- List every practical next step in one email.
- Include required state notices and unemployment information.
- Send from HR, not the manager.

Mistakes to avoid

- Terminating someone by email.
- Restating or arguing the reasons in writing.
- Withholding final pay to force return of property.

- Promising a reference or a specific unemployment outcome.

| Legal and compliance notes

Final pay deadlines vary widely. Some states, such as California and Colorado, require it immediately at termination, while others allow until the next payday. Several states require written notice at separation. New York requires notice of the termination date and benefit cancellation date within five working days, and California requires a written notice of the change in employment and the For Your Benefit unemployment pamphlet. For employees 40 or older who sign a release, the Older Workers Benefit Protection Act requires at least 21 days to consider it, 45 days in a group termination, and 7 days to revoke.

| When to send it

The same day as the termination meeting. Final pay and required state notices must meet state deadlines, which can be the same day.

| Before you hit send

- Final pay timing meets the deadline for the employee's state.
- COBRA or state continuation and unemployment information are included where required.
- IT access removal is timed with the conversation, not before it.
- Nothing in the message explains or argues the reasons for an involuntary departure.
- The departing employee knows who to contact after their last day.

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