March 27, 2014

Name

Home Address

Dear \_\_\_\_\_\_\_\_\_\_\_,

Please note that your employment with \_\_\_\_\_\_\_\_\_\_\_ is terminated, effective immediately, due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your salary will be continued through \_\_\_\_\_\_\_\_\_\_ and your health insurance benefits will continue through \_\_\_\_\_\_\_\_\_\_. 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