March 15, 20XX
Ms. Robin Newbury
Employee Supervisor
West Communications
820 Railroad Avenue
Newberry, California 23612

To:
Mr. Matthew Ackerson
405 Copperas Hills Dr.
Newberry, California 23612
Dear Mr. Ackerson,
This letter is to inform you that as of today, March 15, 20XX, we are terminating your employment with West Communications. Your dismissal is at-will, which allows the Company to end the employer-employee relationship without notice and without reason. This letter serves as a confirmation of the termination meeting you attended this afternoon in my office.
According to our records, you have the following company property in your possession: a laptop computer, serial number 44C968; a v4 iPhone; a company issued Visa card; a company issued debit card for gasoline; 2 reams of company letterhead; 2 boxes of company business envelopes; an employee ID badge and proprietary customer database software. Please return these items, in good condition, within the next 5 business days. You may leave the items with the company receptionist. Any unreturned items will be considered stolen property and reported to the appropriate authorities.
Your final paycheck is enclosed with this letter. This paycheck includes all sales commissions earned and reported as of March 14, 2013. Any earned an unreported sales commissions will be paid to you when customer accounts are updated at the end of the month. You will be paid for all unused and accrued PTO within 2 business days. You may pick the check up at the reception desk or you may elect to have it mailed to your home. Please call me at 000-000-XXXX to let me know your preference.
Within one week, you will be mailed an information packet with details regarding severance pay, your eligibility under COBRA for insurance benefits, and the status and amounts of any other benefits or retirement plans. As of today, all of your passwords used to access online company and client accounts will be disabled. If you have any questions, you may call me at the number listed above or you may send me an email at [email] I wish you all the best going forward.

Regards,
Robin Newbury
Ms. Robin Newbury
Employee Supervisor
West Communications