

Subject: Notification Regarding Your Final Compensation

Dear [Employee Name],

This letter is to inform you that your final compensation following your departure from [Company Name] is currently being processed.

Your final payment will include your regular earnings for the current pay period, as well as [mention any additional items such as unused vacation time or commissions, if applicable].

This payment will be issued during the next scheduled payroll cycle on [Date]. The funds will be delivered via [Direct Deposit / Check sent to your address on file].

Please note that your final pay stub will be available for your records through [mention portal or delivery method].

If you have any questions regarding your final pay or benefits, please contact the HR Department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]