

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice Regarding Your Final Paycheck

Dear [Employee Name],

This letter is to inform you that following the termination of your employment on [Last Day of Employment], your final paycheck will be processed and issued in strict accordance with [State Name] labor laws.

Your final payment will include:

- Wages for all hours worked during the current pay period.
- Payment for accrued, unused vacation or PTO (if required by state law or company policy).
- [Any other applicable compensation].

Consistent with state requirements, you can expect to receive your final payment via [Method: e.g., Direct Deposit / Mailed Check] no later than [Date or Timing Requirement, e.g., your final day or within 72 hours].

If you have any questions regarding your final compensation, benefits, or tax documents, please contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]