Final paycheck email

Send it on or before the last working day, once payroll has confirmed the amounts and the date. In states that require immediate payment on termination, the pay itself must be ready at the exit meeting, so the email confirms what was handed over.

RESIGNATION

Subject: Your final pay details

Hi [First Name],

As your last day on [Last Working Day] approaches, here's how your final pay will work.

Pay date: [Final Pay Date], paid by [direct deposit to your account on file / check mailed to your home address].

It will include:
- Regular wages through [Last Working Day]
- [Number] hours of overtime, if any, from your final pay period
- Payout of [Number] hours of unused PTO [per our PTO policy / as required by state law]
- [Commission / bonus] of $[Amount] for [period], per your plan

Deductions will include the usual taxes and [benefit premiums / 401(k) contributions / any agreed repayment]. Your final pay stub will show the full breakdown in [Payroll Portal].

Please make sure your mailing address is current in [System] by [Date], since your W-2 for this year will go there in January.

If anything looks wrong when you receive it, reply to this email or call [Payroll Contact] at [Phone Number].

[Your Name]
[Title], [Company]

INVOLUNTARY SEPARATION

Subject: Final pay and next steps

Hi [First Name],

This confirms the details we discussed today.

Your final pay of $[Gross Amount] gross, covering wages through today, [Number] hours of accrued PTO and [other items], was [provided to you at our meeting by check / deposited to your account on (Date)]. A pay stub is attached.

[If applicable: Your severance of $(Amount) will be paid on (Date) once the signed separation

agreement is returned and the review period has passed.]

Your health coverage ends on [Coverage End Date]. Information about continuing coverage under COBRA will be mailed by [Benefits Administrator].

For questions about your pay, contact [Payroll Contact] at [Email] or [Phone Number].

[Your Name]
[Title], [Company]

FULL AND FINAL SETTLEMENT

Subject: Full and final settlement: [Employee ID]

Dear [First Name],

Following your separation on [Last Working Day], your full and final settlement has been processed. The amount of [Currency] [Net Amount] will be credited to your account ending [Last 4 Digits] on [Settlement Date].

The attached statement shows:
- Salary for [Number] days of [Month]
- Encashment of [Number] days of leave
- [Gratuity / bonus / notice pay]
- Deductions: [notice period shortfall / advances / taxes]

Your [relieving letter / experience letter] will be issued with the settlement. Please review the statement and let us know of any discrepancy by [Date].

Regards,
[Your Name]
[Title], [Company]

SHORT PAY-DATE REMINDER

Subject: Your final paycheck: [Final Pay Date]

Hi [First Name],

A quick reminder that your final paycheck will be [deposited / mailed] on [Final Pay Date]. It includes your hours through [Last Working Day] and [Number] hours of PTO payout.

Questions? Reach [Payroll Contact] at [Email].

[Your Name]
[Company]

SUBJECT LINE IDEAS

- Your final pay details
- Your final paycheck: [Final Pay Date]
- Final pay and next steps
- Final pay and PTO payout information
- Full and final settlement: [Employee ID]
- What to expect in your last paycheck
- Final pay notice for [First Name] [Last Name]

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] from [Company] HR. Your final paycheck, including PTO payout, will be deposited on [Final Pay Date]. I've emailed the breakdown. Please confirm your mailing address for your W-2. Questions: [Phone Number].

Placeholders to replace: [First Name], [Last Working Day], [Final Pay Date], [Gross Amount], [Net Amount], [Coverage End Date], [Benefits Administrator], [Payroll Contact], [Payroll Portal], [Employee ID], [Phone Number], [Your Name], [Title], [Company]