[Company Name]

To

[Recipient Name]

Re. Stipulated Benefits on the Resignation According to Employee Termination/Resignation Policy 20XX  
  
Dear Nicole,

This is Emily Anderson, the Assistant HR Manager of the company. I am writing this letter as a revised notice of the stipulated benefits you endure according to the employee termination/resignation policy 20XX.

This letter also serves as a response with reference to the request letter to revise your benefits when you are willing to resign from the job on certain prudent grounds. I have laid all the possible benefits that you can endure on behalf of this firm.

The company will provide you a Health/Medical Insurance for the next 4 months at the revised notice which is 3 months in ordinary circumstances according to the company’s policy. We have also increased your three months’ pension from $500 to $650 which will be given for not more than the next three months. The company will provide you all the legal assistance in the form of a lawyer, expenditure thus endorsed, and moral assistance in case of any trial happens to you for the next three months.

Moreover, we have revised benefits for you according to which you are permitted to use the company’s discount card for the next three months which is returnable. Your request for the benefit of using the company’s debit card has been declined by the Senior Finance Manager as it is beyond our services and includes a lot of risks.

For more, you can contact us for further information or to fulfill any query regarding this matter. We wish you the best of luck and a bright career ahead. It was a pleasure working with you and your services will always be regarded and render positive impacts as the foundations you put into the department of designing and development are fantabulous and everlasting. You are welcome to contact us at +[X]. Thank you.

Regards

Emily Anderson  
Assistant HR Manager  
Stevia-8 Group  
23A/9-F California, USA