

Tel: Email:

To

Dear

Re: Letter of Termination

This letter is to inform you that your employment with (the "Company") will end as of .

You have been terminated for the following reason(s):

Please note that all benefits associated with this position will cease to be valid upon termination. The Company shall issue your final paycheck on your regular payday and it will inclusive of the amount payable for the accrued paid time off and other benefits due to you as per the Company policy.

You are requested to return the keys, key cards, computer, cell phones, tools and any other Company property in your possession to your reporting manager by Also, please provide any passwords and other information for accessing computer software and/or files

Please remember that you have signed the confidentiality agreement and non-compete agreement with the Company and shall continue to be bound by both the said agreements after the termination of your employment.

Should you have any questions about your benefits or other details about your termination, please feel free to contact me directly.

We wish you the best for your future endeavours.

Yours sincerely,

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