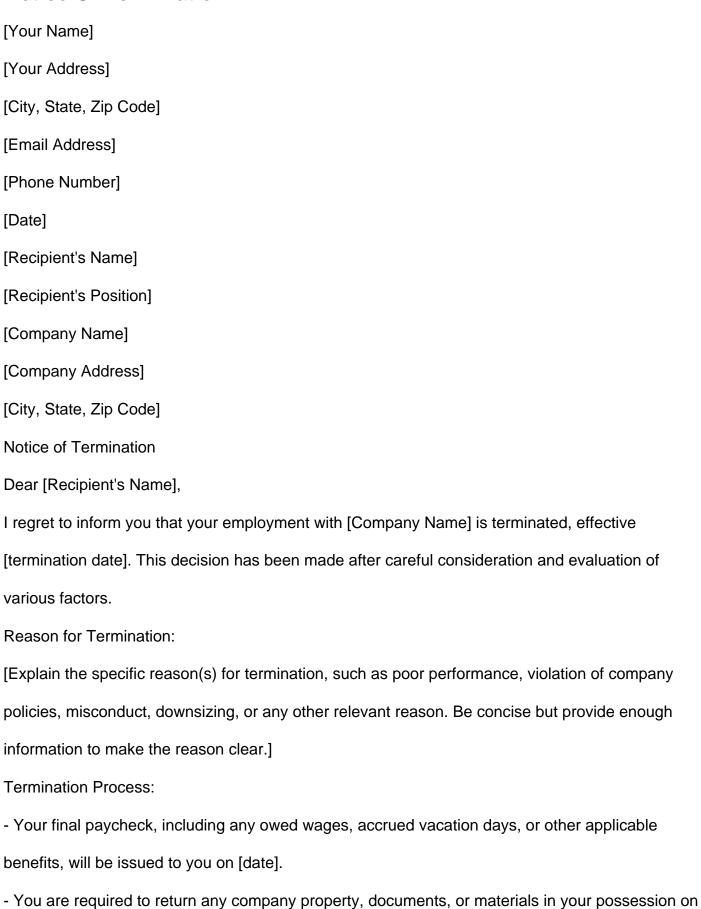
Notice Of Termination

or before your last day of employment.



- [If applicable:] You will receive information regarding your health insurance coverage and any

continuation options, as required by law.

- [If applicable:] You will also be provided with information about any applicable severance package,

if applicable.

Exit Interview:

We request that you participate in an exit interview with [HR representative's name] on [date and

time]. The purpose of this interview is to provide feedback, discuss any outstanding matters, and

ensure a smooth transition.

Non-Disclosure and Non-Compete Obligations:

As a former employee of [Company Name], you are reminded of your ongoing obligations related to

confidentiality, non-disclosure, and non-compete agreements, as outlined in your employment

contract. Please review these provisions to ensure compliance even after the termination of your

employment.

Final Acknowledgment:

Please sign and return a copy of this letter as a confirmation of receipt and understanding of the

termination. If you have any questions or concerns, please feel free to contact me or the HR

department.

We acknowledge your contributions during your tenure with [Company Name] and extend our best

wishes for your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Signature (if a physical letter)]