

NOTICE OF TERMINATION

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RE: NOTICE OF TERMINATION

Dear ,

I am writing to inform you that your employment with is terminated effective . This decision is made after careful consideration of various factors, including performance evaluations and ongoing discussions regarding your role within the company.

Your last working day with will be . During this notice period, you are expected to fulfill your job responsibilities and cooperate with the transition process. You will receive your regular salary and benefits until your last working day.

You are required to return all company property, including lap tops, keys, access cards, and any other assets, by . Additionally, we kindly request that you provide a forwarding address so that we can send your final paycheck and any other relevant documents.

We understand that this news may come as a surprise, and we want to assure you that this decision was not made lightly. If you have any questions or concerns regarding the termination, please feel free to contact in the Human Resources department at or .

We appreciate your contributions during your tenure at and wish you all the best in your future endeavors.

Sincerely,