

2020-10-21

First Last

Address

Line 2

City, Colorado 12345

Letter of Termination

Dear First Last,

Your employment with Company will be officially terminated on 2020-10-21.

The reason for your termination is full reasons.

Review of the confidentiality agreement or non-compete agreement: Remember to adhere to the nondisclosure agreement you signed upon hiring. According to this agreement, you are not permitted to disclose any company trade secrets, practices or methods of operation. Company is entitled to take legal action if it is revealed that you disclose trade secrets during or after employment.

Review of benefits to include health coverage and 401K: In compliance with COBRA, Company extends to eligible employees and their enrolled dependents the right to continue health care plan coverage for a specified period of time at their own expense and at full cost.

Return of Property: Please list and return any property of Company that you have in your possession. In addition, please provide any passwords and other information pertaining to accessing computer software and/or files.

Final paycheck: Your last paycheck will be received on 2020-10-21.

I wish you the best in finding new employment.

Signed: _____

Dated: _____

Manager Name

Title

Address

Line 2

City, New York, 12345