

EMPLOYMENT TERMINATION LETTER

_____, _____

_____ day of _____, 20_____

_____, _____

Dear _____,

Re: Termination of Employment

This is to inform you that your employment with _____ has been terminated effective immediately.

Your position has been terminated with cause as a result of your conduct.

_____.

The statutory law does not require an employer to provide any notice or pay in lieu of notice when an employee is terminated with cause.

We would kindly request that you return all company property that was obtained during the course of your employment with our company immediately.

You are reminded that all trade secrets, business plans and procedures, client contact lists and other confidential information of _____ are proprietary and may not be used by you in any way.

If you have any questions or concerns regarding the above, please do not hesitate to contact me.

Yours truly,

Signature

Date