

Professional and respectful response to termination

Subject: Response to Termination Notice

Dear [Manager/HR Name],

I acknowledge receipt of your termination letter dated [Date]. I appreciate the opportunity to work at [Company Name] and am grateful for the experience and knowledge gained during my tenure.

I would like to request clarification regarding certain aspects mentioned in the termination notice and seek guidance on the next steps regarding my final settlement, benefits, and any required exit procedures.

Thank you for your time and consideration. I remain committed to ensuring a smooth transition.

Sincerely,

[Your Name]

[Employee ID]

[Contact Information]

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