

Legal-focused Termination at Will Letter

Subject: Termination of Employment at Will

Dear [Employee Name],

This letter serves as formal notice of termination of your employment with [Company Name] effective [Termination Date]. This action is taken under the at-will employment agreement, which allows either party to terminate employment at any time.

Please review the enclosed documents outlining final pay, benefits, and your obligations to return company property. Contact HR with any questions regarding your rights or exit procedures.

Sincerely,

[Legal Department]

[Company Name]

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