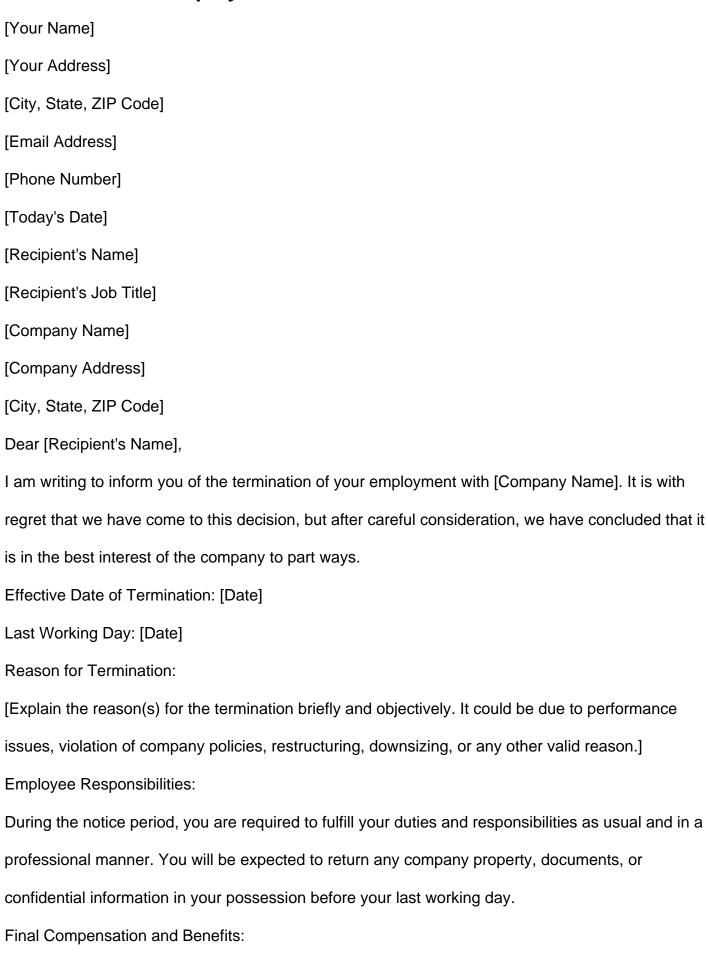
Termination Of Employment Letter



You will receive your regular salary until your last working day, as well as any accrued but unused vacation days, if applicable. Further details regarding your final paycheck and benefits will be communicated to you by the HR department.

Exit Interview:

We request you to participate in an exit interview to provide us with your feedback on your employment experience and any suggestions you may have for the improvement of the organization. The HR department will schedule the interview at your convenience.

Return of Company Property:

Please ensure that all company property, including but not limited to laptops, access cards, keys, and any other equipment issued to you during your tenure, is returned to the HR department on or before your last working day.

Confidentiality Obligations:

You are reminded of your ongoing obligations to maintain the confidentiality of any proprietary or sensitive information of the company even after the termination of your employment.

Severance Package (if applicable):

[If the company offers any severance package or benefits, outline the details here. If not applicable, you can omit this section.]

Thank You:

We would like to express our appreciation for your contributions and efforts during your time at [Company Name]. We wish you success in your future endeavors.

If you have any questions or need further information, please don't hesitate to contact the HR department.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]