

Termination of Employment Letter Template

Dear Mr. Clarkson,

I am sorry to inform you that as of May 1, 2019, you will no longer be employed with Top Gear Production. As discussed, the reason behind the termination is your reduced performance over the past six months. Following your annual review on December 1, 2018, we came to this decision.

As of May 1, 2019, you are no longer eligible for compensation or benefits associated with your position. Please return your company entrance card, cell phone and laptop before 5 pm on May 1, 2019 to our HR office.

You are entitled to your full salary up until May 1, 2019 and we will compensate you for your remaining vacation days. We are also providing you with severance pay that will amount to two monthly salaries. A separate letter with the complete compensation details and information about your health coverage will be sent to you, as per Consolidated Omnibus Budget Reconciliation Act (COBRA).

Please keep in mind that you signed a non-compete, non-solicitation and non-disclosure agreement. Therefore, if you possess any information about our customers, employees or stakeholders stored on paper or on your personal devices, you must delete it immediately.

I am available for questions or clarifications until the end of the week, do not hesitate to contact me if needed.

We wish you the best of luck.

Richard Hammond