

TERMINATION LETTER AT WILL

Dear John,

We regret to inform you that your employment with XYZ Corporation will be terminated as of April 1st, 2023. This decision was made by the company in accordance with our at-will employment policy, which allows for termination without cause.

The reason for your termination is due to a company-wide restructuring initiative aimed at reducing our workforce. Unfortunately, your position as a Senior Marketing Manager has been identified as being redundant and has therefore been eliminated.

Your final paycheck, including any accrued vacation time, will be processed and sent to you on your last day of employment. You will also be provided with a packet of information regarding your health insurance coverage and COBRA options.

Please be aware that you are expected to return all company property, including your laptop and security pass, on or before your last day of employment. We will provide you with detailed instructions on how to return company property, along with a checklist to ensure that all items are accounted for.

We would like to express our appreciation for your contributions to the company during your employment. Your hard work and dedication to the marketing team have been instrumental in helping the company achieve its goals, and we are grateful for your service.

If you have any questions or concerns regarding your termination, please do not hesitate to contact our HR department. We will be more than happy to provide you with any assistance or information that you may need during this time.

Sincerely,
Sarah Smith
Director of Human Resources
XYZ Corporation