

Exit Strategy Disclosure

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Dear [Employee Name],

As part of our commitment to transparency and communication, we are providing you with this exit strategy disclosure regarding your potential transition from [Company Name]. This document outlines the company's approach and support mechanisms in place should an exit become necessary.

1. Purpose of the Exit Strategy

The purpose of our exit strategy is to ensure a smooth transition for employees while maintaining operational continuity for the organization. It aims to:

- Inform employees of their rights and available resources.
- Facilitate a structured process for exiting employees.
- Provide support in terms of career transition services.

2. Notice Period

Should a decision for an exit be made, employees will be granted a notice period of [Insert Duration], within which they are expected to fulfill their responsibilities.

3. Support Services

We will provide you with access to career counseling, resume workshops, and job placement services during your transition period.

4. Final Settlement

All financial matters, including any pending salaries, benefits, and accrued leaves will be settled as per company policy before your departure.

We value your contributions to [Company Name] and are committed to supporting you throughout this process. If you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]