

Termination Protocol Clarification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Clarification on Termination Protocol

Dear [Recipient Name],

I hope this message finds you well. I am writing to clarify the details of the termination protocol related to [specific details or context, e.g., project, employment, contract]. As discussed in our previous meetings, the following points outline the necessary procedures:

- Effective Date of Termination: [Insert Date]
- Final Settlement Procedures: [Brief description]
- Return of Company Property: [Details on what is required]
- Confidentiality Obligations: [Notes on confidentiality, if applicable]
- Contact for Further Questions: [Name and Position]

It is important to ensure that all parties involved adhere to the outlined protocol to maintain clarity and professionalism during this transition.

If you have any further questions or require additional information, please do not hesitate to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]