

Exit Agreement Discussion Points

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Discussion Points for Exit Agreement

Introduction

This letter outlines the key discussion points for our upcoming exit agreement meeting.

Discussion Points

1. Final Settlement Amount
2. Return of Company Property
3. Confidentiality Obligations
4. Non-Compete Clause
5. Benefits and Compensation Details
6. Reference and Recommendations
7. Transition Plan
8. Timeline for Completion

Conclusion

Thank you for taking the time to review these points. I look forward to our discussion.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]