

Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision is the result of [brief reason for termination].

As outlined in your employment agreement and our company policies, you are reminded of your obligations regarding trade secrets and confidential information. You are required to maintain the confidentiality of any proprietary information obtained during your employment, and this obligation will continue even after your termination.

We request that you return all company property, including any documents or materials containing trade secrets, by your last working day.

Thank you for your contributions to [Company Name]. We wish you the best for your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]