

Sample Termination Form



Date

Dear Name of Employee,

It is with regret that we inform you that your employment with Name of Company has been terminated effective Date.

You are being terminated due to List Reason.

It is the policy of this company to protect trade secrets, customer lists and other confidential information as vigorously as possible. We remind you that we consider our clients, our business procedures, and our business plans to be proprietary.

We remind you of the non-compete agreement in your original contract.

We request that you return all property that was generated or obtained during your employment with this company, including any documents, handbooks, account ledgers, financial documents, manuals, computers, computer programs, software, keys, bank cards, student information etc.

Sincerely,

Name

Cordovan Art School