**Employee Termination Letter – without a cause**

July 29, 202X

Mr. Neumann,

This termination letter is to inform you that your employment with HTN Industries will end as of October 29, 2019. This decision cannot be changed.

You will receive your final paycheck for this month and payment for remaining leave today. After signing the attached release of claims document, you will receive a $15,000 severance payment.

Your health care benefits will remain in effect for another 60 days.

You are required to return any of the company’s material, documents or equipment (phone, laptop) to which you had access during the employment period. As with all employees, you are bound by our confidentiality and data protection policies. Please review the attached copy.

If you have questions about compensation, benefits, company property or policies you have signed, please contact anyone from the HR department at 555-0600.

Yours,

Andrew White