

DocuPal Demo, LLC 23 Main St, Anytown, CA 90210, United States

This notice confirms the termination of your employment with DocuPal Demo, LLC. Please review the following information carefully.

Employee Information:

- Employee Name: [Employee Name]
- Employee ID: [Employee ID]
- Job Title: [Job Title]
- Department: [Department]

Reason for Termination:

[Clearly state the reason for termination, referencing specific incidents or performance issues if applicable, and in accordance with company policy.]

Termination Date:

Your final day of employment will be July 5, 2024.

Benefits and Severance Information:

- **Final Pay:** Your final paycheck, including all accrued wages, will be issued on the next regularly scheduled payday, July 12, 2024.
- **Accrued Vacation Payout:** [Specify details regarding accrued vacation payout.]
- **Continuation of Health Insurance (COBRA):** Information regarding your COBRA benefits will be provided separately.
- **Severance Package:** [Specify details of any applicable severance package.]

Required Procedures:

- **Return of Company Property:** All company property, including laptops, mobile phones, access cards, and documents, must be returned to your supervisor on the termination date.
- **Termination Acknowledgment Form:** Please sign and return the attached termination acknowledgment form.



- **Exit Interview:** You are required to complete an exit interview with Human Resources.

Return of Company Property:

All company property, including but not limited to laptops, mobile phones, access cards, and documents, must be returned to your supervisor on your termination date.

Contact Information:

If you have any questions or require further clarification, please contact the Human Resources Department at (555) 123-4567 or hr@docupaldemo.com.

Support Resources:

Information on Employee Assistance Programs (EAP) and career counseling services is available through [Specify how to access these resources].

