

# Termination Letter

From,  
Nick Greene  
252 Eget Rd.  
Clemson GA 18261  
(917) 182-1721

Date: 11-11-2021

To,  
Neil Wattson  
P.O. Box 281 1927 Montes Rd.  
Springdale MO 19281  
Subject:

Dear Neil Wattson,

We at XYZ Technologies would like to inform you about your termination from the post of [designation].

Your behavior was unacceptable from our organization's point of view, this has risked the reputation of our organization. You are liable for your actions that constitute misconduct. Therefore, we have initiated your termination.

You were a part of the intellectual property generation, Therefore, you are legally bound not to disclose any confidential details to anyone.

We shall release your due salary in your account. And we shall process all the accrued entitlements. Kindly, be present tomorrow to process the cancellation of the employment agreement.

Also, if you have any doubts or queries, kindly contact me directly.

Thank you

Yours sincerely,  
Nick Greene  
HR Manager  
XYZ Technologies