

EMPLOYMENT EXIT LETTER

Employee Name: _____ Employee ID: _____

Employer Information:

Company Name: _____

Address: _____

Contact Person: _____

Phone/Email: _____

Employee Information:

Position/Title: _____

Department: _____

Supervisor: _____

Notice of Termination:

This letter serves as formal notice of the termination of your employment with the Company, effective immediately upon receipt hereof unless otherwise specified. This action is taken in accordance with applicable federal and state laws governing employment termination in the United States. You are advised to review your employment agreement and company policies for any further obligations.

Final Pay and Benefits:

You will receive your final paycheck, including all earned wages, accrued vacation, and any other applicable compensation, subject to lawful deductions. Your benefits coverage will continue in accordance with the terms of the benefit plans and applicable law, including the Consolidated Omnibus Budget Reconciliation Act (COBRA), where applicable.

Return of Company Property:

You are required to return all Company property, including but not limited to keys, access cards, computers, mobile devices, documents, and confidential information, by your last day of employment or as otherwise directed. Failure to return such property may result in withholding of final payment to the extent permitted by law.

Confidentiality and Non-Disclosure:

You remain bound by any confidentiality, non-disclosure, or non-compete agreements executed during your employment. These obligations survive the termination of your employment to the full extent permitted by applicable law.

Acknowledgments:

By signing below, you acknowledge receipt of this Exit Letter and understand its contents. You confirm that all questions regarding your termination, final pay, benefits, and obligations have been addressed or that you have had the

opportunity to seek legal counsel.

Dispute Resolution:

Any disputes arising from or relating to this termination shall be resolved pursuant to any applicable agreements between you and the Company, including but not limited to arbitration clauses or mediation procedures, consistent with United States law.

Governing Law:

This Exit Letter and all related matters shall be governed by and construed in accordance with the laws of the United States and the state within which the Company operates, without regard to conflict of law principles.

EMPLOYEE SIGNATURE

EMPLOYER REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

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