

ROCKETLAWYER Sample

May 16, 2012

Ryan B. Jagger
35 Palm Circle Dr.
Corte Madera, California 95422

Dear Ryan B. Jagger:

Your employment with RL Electronics, Inc will be officially terminated on May 18, 2012.

You have been terminated for the following reason:

We have decided to implement a work force reduction and your position has been eliminated.

You will receive payment for the remaining balance of leave pay you have accumulated. You will be paid \$15,000.00 in severance pay. Your health care benefits will remain effective for 180 days. You may contact Gina Lambert about transferring your health insurance and 401K. Your final check will be in the amount of \$21,500.00. Your final pay check will be mailed to your address on file.

Please review the non disclosure agreement you signed upon hiring. According to this agreement, you are not permitted to disclose any company trade secrets, practices, or methods of operation. RL Electronics, Inc is entitled to take legal action if it is revealed that you disclosed trade secrets during or after employment.

I would be happy to write a recommendation letter for your employment search. Please contact me if you would like me to forward you a recommendation letter. I wish you luck in finding new employment.

Sincerely,

Rob D. Mackabee

