

,

Dear :

We regret to inform you that your employment with is being terminated, effective . You are being terminated for the following reasons:

You have the right to appeal this termination by returning a written notification of your intention to appeal this matter to in the Human Resources Department no later than . Failure to submit written appeal notification by the deadline provided shall constitute a waiver of the right to appeal.

For additional information regarding this termination of employment, please refer to the following included enclosures:

Sincerely,

cc: