

Dear James Mills,

Good Day!

This letter serves as the formal indication regarding the termination of your employment with Becca Corp. Your last day with the company will be on **March 22, 2020**.

While this news may be unfortunate, please note that you have been terminated for the following reason(s):

Incompetent behavior, Work inefficiency, Late Coming to Office, etc.

This decision remains, under any circumstance, irreversible. As per your contract, you will receive the following upon your termination: The liable benefits that you shall receive after the termination.

Severance of ties with the company will also discredit your company-paid insurance premiums. However, your health care benefits will include various important details. Please be informed that you are also required to return all properties of the company such as id card, laptop, etc.

For any questions or queries regarding policies you have signed, your compensation, benefits, or the mandatory return of company property, please contact us.

We wish you all the best in your future endeavors.

Regards,

**Olivia Barner**  
HR Manager, Becca Corp.