Yolly Foods

55 Avenue Street

New York

23 October 20XX

To

John Phillips

53 Avenue Street

New York

Dear John,

We have decided to terminate your employment as from 23 October 20XX. This is in line with our termination policy which gives each party the right to terminate employment without cause. The policy requires the party terminating employment to give 4 weeks notice or payment in lieu of notice.

In this regard, you will receive 4 weeks payment in lieu of notice and an additional 5 weeks severance pay. You will be given the final paycheck on your last working day.

Your insurance coverage will remain in place for the four weeks after employment termination.

We appreciate the many years of great service you have provided this company.

We wish you all the best in your future endeavors.

Regards,

Mark Welch

CEO

Yolly Foods