



James
Operations Officer

Dear James,

TERMINATION OF APPOINTMENT

We wish to notify you of Management's decision to end your contract of employment with ABC Software effective from 14-Aug-2020

Kindly surrender all company's property that may be in your possession to your Human Resource Department, complete the Clearance Certificate and deliver to Financial Controller who will arrange to pay you your termination entitlements.

We seize this opportunity to thank you for your past services to the Company and wish you the best of luck in your future endeavours.

SIGNED:

Human Resource Department

ABC Software

