



Termination Notice - Service Letter

July 10, 2023

Andres Gonzalez
2559 SW 23rd Cranbrook Drive
Boynton Beach, FL 33436

Dear Andres:

As we have discussed, your employment with HR Business Support - USA has been terminated due to not meeting performance standards effective Monday, July 10, 2023.

Return of Company Property

Employees are required to return all company equipment immediately upon termination. As discussed, I'm awaiting to hear back from you regarding picking up company property. Below I've listed items that we are expecting back from you:

1. Laptop
2. Mouse
3. Headphones
4. Company marketing brochures and flyers
5. Company business cards

Final Pay

Your final paycheck will be available on Friday, July 14, 2023 and deposited into the bank account on record.

To ensure you receive important documents and notices from HR Business Support - USA, please contact us if your address changes. If you have any questions, please call me at 1-561-889-0038

Sincerely,

Maria F. Perez-Marom
Head of HR Consulting & Outsourcing Services
HRSupport - USA
maria@hrlsupportusa.com
561-889-0038

Copy: Employee File