

5/20/2020

Bill Joel,

This letter is to inform you that your employment with Rubber Ducky Inc. will end effective immediately on 5/20/2020.

You have been terminated for the following reasons:

- Repeated offenses regarding company removable media policy
- Repeated offenses regarding company Acceptable Use Policy
- Repeated offenses regarding tardiness

You will receive compensation up to and including today's workday and any hours worked. This check will be mailed to you at your address on file.

As of 5/20/2020 you have:

- 0 hours unused leave
- 0 hours unused vacation

You are requested to return all company property by the end of the business day on 5/22/2020 or you will be charged with theft and prosecuted to the highest level.

If you have questions about policies you have signed, your compensation, benefits, or returning company property, please don't contact anyone because we don't care.

Sincerely,

Karen Lawson  
HR Administrator – Rubber Ducky Inc.  
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410-555-4165