# **# Letter of Termination—Without Cause**

Dec 12 , 2026

**Dear Suvom,**

I regret to inform you that your employment with Deloitte is terminated effective Dec 12 , 2026.

Four weeks of severance pay is being offered in exchange for signing the attached release of claims and returning the signed release to human resources no later than Dec 12 , 2026. If you choose not to sign the attached release of claims, please inform human resources in writing of this decision.

Your final paycheck for hours worked will be paid on the regularly scheduled payday following your last day of work.

Your health insurance benefits will continue through Dec 12 , 2026. Your rights to continue coverage under COBRA will be provided to you by mail from our plan administrator.

You can contact Suvom at 08777061431 regarding your retirement plan distribution options.

The following Deloitte property must be returned to human resources on your final day of employment:

{{type\_of\_property\_cellphone\_laptop\_keys\_etc}}

Please contact me at 08777061431 or {{e\_mail}} should you have any questions.

**Sincerely,: {{Sincerely}}**

**Suvom**

# **HR**