**27.03.2024**

**From:**   
Legal name of the company with address and VAT

**Email address:**

Dear [**Name of the employee]**,

I’m sorry to inform you that as of [**DATE**], you’ll no longer be employed with [**Legal name of the company**]. As discussed, the reason behind this decision is the business changes and organizational restructuring necessitating the fulfillment of the position with an individual possessing a different grade and skillset. Depending on your length of service, your statutory notice period is two months. It will begin on [**DATE**] and expire on [**DATE**].

You are entitled to your salary up until [**DATE**], and we’ll also compensate you for your remaining vacation days.

Please keep in mind that you have signed a non-disclosure agreement. If you have any information about our customers, employees, or other stakeholders stored on paper or on your personal devices, you must redirect it to the Managing Director and then delete it immediately.

Please kindly note the non-compete clause. You may not carry any activities that are directly of detrimental nature to [**Legal name of the company**]. [**Legal name of the company**] waives your non-compete obligations in relation to exercising similar professional activities similar to those of [**Legal name of the company**], as long as you do not disclose [**Legal name of the company**] trade secrets and other confidential information.

If you have questions or clarifications, I’m at your disposal until the end of next week.

We wish you the best of luck.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_

Managing Director

[**Legal name of the company**]

Acknowledged in person:

\_\_\_\_\_\_\_\_\_\_\_

**Employee**