

**Date:** [Date]

**To:** [Employee Name]

**Position:** Robotics Implementation Specialist

**Subject:** Notice of Employment Termination

Dear [Employee Name],

This letter is to formally notify you that your employment as a Robotics Implementation Specialist with [Company Name] is being terminated, effective [Last Working Day].

This decision has been made due to [Reason for termination, e.g., project completion / restructuring / performance issues].

Regarding your final steps:

- **Final Pay:** You will receive your final paycheck on [Date], including payment for [unused vacation time/accrued benefits].
- **Company Property:** Please return all company equipment, including laptops, specialized robotics hardware, sensor tools, and access badges, by [Date].
- **System Access:** Your access to internal servers, automation software, and proprietary robotics codebases will be deactivated as of [Time/Date].

Please remember your ongoing obligations regarding the non-disclosure of trade secrets and proprietary robotics configurations as outlined in your employment agreement.

We thank you for your contributions to our automation initiatives and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]