

April, 2014

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SAP Manufacturing
S/4HANA

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This letter will confirm the date that your employment with the company is terminated, effective only if you are not an employee of the company.

Additionally, your responsibilities under various provisions of applicable laws and regulations will need to be addressed, including but not limited to:

Please read the entire letter carefully with your personal possessions. The information contained herein is for your eyes only and may contain confidential information. If you are not the intended recipient, you should not disseminate, distribute, or act on the information contained herein. If you have received this letter in error, please notify the sender immediately by e-mail or by phone. If you are not the intended recipient, you should not disseminate, distribute, or act on the information contained herein.

Please read (and/or) your union representative, who will explain to you the terms and arrange with you to maintain it as company property.

Respectfully,

(Name)
(Title)
(Address)
(City, State, Zip)
(Phone/Fax)
(E-mail)

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