

TERMINATION LETTER

Date

Name

Address Line 1

Address Line 2

Dear Name,

This termination letter is a confirmation that your employment with _____ Agency is being terminated effective _____.

You will be paid your regular base pay earned through the Termination Date and all benefits in which you were entitled to under the Agency's benefit plans through the Termination Date.

As a result of your employment with the Agency, you had access to, and have become familiar with trade secrets and proprietary information that Agency maintains as confidential ("Confidential Information").

Such confidential information includes, but is not limited to, Company's customer lists, customer needs and renewal dates, sales information, underwriting, marketing, business and/or strategic plans, services, products, financial or legal affairs, business methods, pricing policies, promotional programs, personnel and/or all other information which constitutes a trade secret, as defined by O.R.C. Section 1333.61.

You are not permitted to disclose to any person or entity any Confidential Information. You must return all such Confidential Information. You are not permitted to make any copies in any media (i.e., documents, computer drives, downloads, or any other storage medium) any Confidential Information. If you disclose any Confidential Information, we will exercise our rights under Ohio law to the fullest extent.

You must return any and all information in your possession regarding the Agency and all property provided to you by the Agency, which may include but is not limited to, such items as keys, computer equipment, electronic equipment, office supplies, business contracts, customer lists or any other information provided by the Agency.

Please contact me if you have any questions about this termination letter.

Respectfully,

Agency Owner