



ARC of Bessemer
1616 5th Ave N
Bessemer, AL 35020
Main Office (205) 434-1566

Notice of Termination of Employment

Employee Name: _____

Date: _____

Dear _____,

We regret to inform you that we will be ending your term of employment with Alliance Reentry Centers Inc. effective immediately as of the date indicated above. Please consider this date as your last day of work. This decision is final and is non-negotiable and non-reversible.

We decided to terminate your employment for the following reason(s):

_____.

You are required to return any of the company's equipment, material, and/or documents to which you had access during the period of your employment. Additionally, please keep in mind that you have signed a non-disclosure and non-solicitation agreement. As with all employees, you are bound by our confidentiality and data protection policies. If you have questions about final paychecks, company property, or policies you have signed, please contact the Alliance Reentry Centers office at 205-434-1566.

We would like to thank you for your contribution to company and we wish you all the best for the future.

Alliance Reentry Center Representative