

Date

Dear Name,

This letter will confirm our conversation today during which you were advised that your recent performance has violated the terms of probation set forth and agreed to on Date. Violations include:

This letter serves as documentation of our conversation, final disciplinary action and termination of employment from Bayside Community Church. Your employment will be terminated effective immediately.

Compensation and benefits received after Date through date are contingent upon the following:

- Term 1
- Agreement that all supplies, files, electronic documents, leader information and any other items related to the ministry be returned to Bayside on or before date. These items shall be returned to person.
- Agreement that at all times, you and your direct family members will refrain from and will not directly or indirectly engage in any conversation or conduct that would negatively impact Bayside Community Church.

In addition to compensation, Bayside agrees to additional terms and conditions

Sincerely,

Cory Mattox
HR Director

I understand the contents of this letter and the expectations of me from Bayside Community Church.

Name

Date