

Termination Letter: Team member 7

Cobalt Operations Team, fictional separation letter for parser testing

Letter reference	TRM-2026-07
Employer	Cobalt Operations Team
Employee	Team member 7 (EMP-07)
Department	Service
Letter date	1 September 2026
Last day of employment	15 September 2026
Reason	role closed following a rota restructure
Hourly rate	32.00 USD

Fictional agreement generated for file-parsing tests. It is not legal advice, not a template to sign, and the parties, addresses and identifiers do not exist.

Notice

Following the rota restructure consultation, your employment with Cobalt Operations Team ends on 15 September 2026. You are not required to work your notice; it is paid in lieu at the rate below.

Final payment

Component	Basis	Hours	Rate USD	Amount USD
Rostered pay, cycle 2026-08-10 to 2026-08-15	six rostered days	42	32.00	1344.00
Pay in lieu of notice	1 rostered cycle	42	32.00	1344.00
Accrued untaken leave	no approved or pending request on record	0		0.00
Final payment total		84		2688.00

What happens next

The final payment is made on the normal pay run after your last day. Return of equipment and removal of access are handled by the operations lead. You may appeal in writing within fourteen days of the date of this letter.

Signed for	Name and role	Date
Cobalt Operations Team	Fictional operations lead	1 September 2026
Team member 7	Employee acknowledgement	