Mr. Aaron Williams  
1060 Revello Drive  
Madison, WI 53719  
  
Dear Mr. Williams:  
  
This letter confirms our decision pursuant to our discussion today that your employment with State Street Family Chiropractic, Ltd., is terminated effective immediately.  
  
As you have been employed with State Street Family Chiropractic for more than one year, you will receive two weeks' severance pay, which will be paid to you once you have signed and returned the enclosed Release of Claims document.  
  
Your accrued vacation time will be paid at your current hourly rate and paid with your next pay check at the end of our regular pay period, next Friday, January 18. You may pick up your check in the business office, or if you desire, we can mail it to your home. You will be mailed a separate benefits statement explaining the status of your benefits after termination.  
  
Thank you for returning the company-owned pager and building keys at the termination meeting. Please keep your contact information up to date with the business office so that we can provide you with tax documents when they become available.  
  
Please let us know if we can assist you in any way during your transition.  
  
Sincerely,

Gina Lawson  
Practice Manager, State Street Chiropractic, Ltd.