Termination Letter

Name, address, date, reference

Dear Mr/Ms/etc .........

Further to our meeting of (date) I (regretfully) confirm that your employment with us is terminated with effect from (date)/with immediate effect.

As stated at our meeting the reason(s) for terminating your employment with us is/are as follows:

(Employer must clearly state reasons - transgressions and

relevant policies if applicable)

(Employer must clearly state previous warnings, informal, formal, written etc., and circumstances and person's response and subsequent behavior/performance for each warning.)

(Clearly state requirements regarding return of documentation, equipment, car, submission of final expenses claims, and any other leaving administration issues.)

(Clearly state actual leaving date, requirement or otherwise to serve period of notice, holiday pay, and other pay and pension details.)

(Clearly state the position regarding the employee's right of appeal, and state the appeal process and timescales.)

(Optional sign-off, for example: Thank you for your past efforts and all the best for your future endeavors.)

Yours, etc.

Name and position