

[ON COMPANY HEADED NOTEPAPER]

[DRAFT Letter of Termination for Employee with less than 2 years service]

Notes:

Delete or type over areas in italics.

Delete or retain optional text within square brackets as appropriate

[NAME & ADDRESS]

[DATE]

Dear <name>

Re: Termination of Employment

I write to [confirm / give] notice of termination of your employment as per your contract of employment.

Your employment with the Company [ended / will end] on <insert date>. [You are not required to work your notice period and will be paid in lieu of the same.]

You will receive your pay, benefits and any accrued annual leave up to and including the termination date in the next ordinary payroll run.

[You are required to take all accrued annual leave between now and the termination date.] [OR] [You will be paid in lieu of all accrued annual leave.]

A brief summary of the reasons for the decision to terminate your employment are set out below.

<set out reasons in bullet point format and with a very brief summary of each area. Consider advice on termination of employees with less than 2 years service. The types of reasons will ordinarily fall within the following broad categories: (i) inadequate performance during probationary period or otherwise, (ii) poor conduct, (iii) job role has been deleted and duties no longer required>

Please return any Company property in your possession to <insert name> by <insert date>.

If you have any concerns regarding the decision to terminate your employment please write to me setting these out. I will consider what you have to say and respond if appropriate.

Thank you for your work for the Company. I wish you success for the future.

Yours sincerely,