**EMPLOYEE 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