

Ref:

Date:

Dear

(Note to Employer - please amend or delete as required, bearing in mind that you do not have to give the reason for termination- eg downturn in business).

TERMINATION OF EMPLOYMENT BY NOTICE

We regret to advise you that your services are no longer required with this company.

The final date of your employment is: (put date/time)

Your final pay including any other payments due to you will be paid in full to you on your final day of employment.

[Put in calculations into the letter:

- **all work done**
- **unused annual leave**
- **severance pay**
- **other benefits**
- **less deductions**

TOTAL]

We thank you for your service to us and wish you well in your future career.

Yours sincerely

Name, Title