

[Insert Company letterhead]

[Date]

[Name]
[Address line 1]
[Address line 2]

Dear [Employee],

Termination of Employment

This letter is to confirm our conversation on [date] that your employment is terminated on [] weeks notice effective from [date]. As discussed, [company] will pay you [] weeks pay in lieu of notice.

As advised to you on [] the reasons for the termination are as follows:

[insert]

Any accrued leave entitlements will be paid into your bank account on [date].

Yours sincerely,

Name
Title