**DATE**

**NAME**

**ADDRESS**

Dear **NAME**:

This is to advise you that your employment will terminate effective, **DATE,** due to (those reasons discussed with you) **OR** (a change in business conditions/performance concerns/ organizational fit/etc.). **[Note: employers also have the option of providing employees with working notice]**

We will provide you with a severance package, details of which are outlined in the attached Termination Agreement (Appendix “A”). This amount is inclusive of any payments, statutory or otherwise, that may be owed to you under the Ontario Employment Standards Act.

This package is open for your review and acceptance until **DATE**.

We would also like to take this opportunity to remind you that, notwithstanding the termination of your employment with the Company, certain of your obligations under your employment contract and other agreements that you may have signed during your employment with the Company continue. These obligations include, but may not be limited to, obligations of confidentiality and obligations relating to any intellectual property to which you may have contributed while employed by the Company.

If you have any questions concerning the information contained in this letter, please contact me directly.

Yours sincerely,

**NAME**

**TITLE**

Attachments

 I, **NAME**, hereby accept the terms set out in Appendix “A”, in full and final satisfaction of any claims that I may have.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date