Employee Job Termination Letter

Dear Mr/Mrs/Ms etc

Further to our meeting of (date), I confirm that your employment with (Company) is terminated with effect from (date).

As stated at our meeting on (date), the reason for termination your employment is as follows;

Reason 1 - e.g. summary of redundancy reasons.

Reason 2 - summary of gross misconduct or poor performance and what steps had been taken, and when, to enable the employee to rectify the situation.

Reason 3 - etc

Clearly state individual requirements such as return of company car, equipment, submission of expense claims etc and any other administrative details.

Clearly state actual leaving date, and details of notice period, holiday pay, general pay and pension or other benefits, plus redundancy settlement if appropriate.

Clearly state how the employee can appeal to the decision - the employee's rights, the appeal process and appeal timeframes.

Please sign, date and return this letter as confirmation of receipt of this letter and any attachments/enclosures.

Yours truly,