

Dismissal or Termination of Employment (Sample 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 behaviour/performance for each warning.)*

(Clearly state requirements regarding return of documentation, equipment, car, submission of final expenses claims, and any other administration issues relevant to leaving the organization.)

(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 timelines.)

(Optional sign-off, for example: Thank you for your past efforts and all the best for your future endeavours.)

Yours, etc.

name and position

(Optional and recommended: At the foot of the letter, refer to and attach a copy of your written disciplinary process and also copies of written/printed evidence gathered during the employee's case. This enables employees to understand clearly the case against them, and also the process and their rights during the disciplinary process, which are central to the principles of the employment dispute regulations.)

(Optional section at foot of letter, requiring the person to sign, confirming receipt of the letter and any attachment(s), by way of returning a signed copy of this letter.)