

Sample termination letter

(on company letterhead)

Date:

Employee address:

Dear employee:

Paragraph 1:

Advise the employee that they are terminated and include an effective date.

Paragraph 2:

Include a statement reflecting that the reasons for termination have been outlined in the previous warning letters. State that the employee has not corrected these issues, which has led to their termination.

Paragraph 3:

Request the return of any company equipment, etc. State when the employee will receive the final paycheque.

Sincerely,

Supervisor's/manager's name Title



The employee must be paid within 10 consecutive days after the end of the pay period in which termination occurred or 31 consecutive days after the last day of employment. The employer may choose whichever option best suits their needs.



- Be sure to include the employer's address or use company letterhead.
- A termination letter **must be in writing and addressed to the employee concerned.**
- **Stick to the facts.** Be sure to mention any discussions or written warnings the employee previously received and explain how they lead to the decision for termination.
- **Be specific.** Provide specific reasons for firing the employee, their problematic behaviour and the dates they occurred.
- Include a termination date.
- **A termination letter is a legal document.** You may need it if the employee sues for wrongful dismissal. Carefully consider the contents of your letter. Consider seeking legal counsel prior to issuing a termination notice.
- The termination letter should include all information on final paycheques, a severance package and when health benefits will end.

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