

Termination Letter

Date

Inside Address

Dear _____ ;

Your employment with (Company name)_____ is terminated as of (date)_____. (No cause is being alleged or You are being dismissed with just cause.)

You will receive your final paycheck on (date)_____. Your final paycheck will include all wages earned in the current period as well as:

1. Any unused vacation entitlement up to December 31st will be paid to you less appropriate statutory deductions.*
2. Any unclaimed overtime to which you are entitled (_____ hours/days) paid to you less appropriate statutory deductions.
3. Retirement allowance if applicable.
4. Etceteras.

Your benefit coverage will be discontinued on (date)_____. You and your dependants will no longer be covered on our group plans. We therefore advise you to contact the insurance carriers to arrange continuing health and welfare insurance.

Best wishes for your future endeavors.

Sincerely,

Company Representative
Title

Enclosure(s) Final paycheck (if applicable)
ROE (Record of Employment)
Severance Agreement (if applicable)

** If the employee owes the Company money, the deduction(s) from the final paycheck must be noted in detail.*