

[Insert letter date]

[Insert name and address of employee]

Notice By Employer Termination

Dear *[Insert name of employee]*

Re: Termination of Your Employment

Further to the disciplinary hearing held on *[insert date]*, I am writing to formally confirm the termination of your employment.

Your dismissal will take effect immediately from the date of this letter.

The decision to terminate your employment is based on the following reasons:

[Provide full reasons for dismissal]

Any items of organisation property belonging to you should be returned to *[name and department]*.

[Include or delete the following statement]
We would also refer you to the company's disciplinary procedure.

If you have any questions arising from this letter, please contact me.

Yours sincerely

[Insert full name and department]