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Employers Pack – Staff Handbooks

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[Insert organisation name and address]

[Insert letter date]

[Insert name and address of employee]

Notice By Employer Terminating Employment

Dear *[Insert name of employee]*

Re: Termination of Your Employment

Further to the disciplinary hearing which you attended on *[Insert hearing date]* I am writing to formally confirm the organisation's decision to terminate your employment.

Your dismissal will take effect as at *[Insert dismissal date]*. You will be required to report to work as normal until then and will be paid your usual salary until termination.

The decision to terminate your employment has been made for the following reasons:
[Provide full reasons for dismissal]

Sample document – the remaining contents have been removed.

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