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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 paid *[Insert amount in words and numbers, e.g. £2,000, Two Thousand Pounds]* in lieu of your contractual notice entitlement.

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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