<insert date here>

<insert employee’s name here>

<insert employee’s address here>

<insert employee’s address here>

Dear <insert employee’s name here>,

**TERMINATION OF EMPLOYMENT**

I write to confirm my verbal advice that your employment has been terminated. The reason for the termination was explained to you during our discussion.

I am providing you with <insert period of notice here> which you <insert will or will not here> be required to work out. Accordingly, your final date of employment will be <insert date here>.

Your final entitlements will be paid to you on <insert date here>.

Yours faithfully,

<insert name here>

<insert position title here>

<insert company name here>