**Private and Confidential**

Name

Address

Date

Dear Name

**Termination of Employment**

I am writing to you regarding your employment with [Company Name.]

Unfortunately, [despite support, training and meetings to discuss your [performance]/ [attendance]/[conduct], you still need to meet the standards required for the Company, and for this reason, the Company has decided to terminate your employment.

Your dismissal will take effect as of today's date, and the Company will make a payment in lieu of notice of [weeks] pay as per your contract of employment. All terms and benefits associated with your employment will cease as of today’s date.

Any outstanding holiday will be paid within your final salary or deducted if you have overtaken your entitlement.

[We may also deduct any training costs due to us].

[This is to remind you that your contract contains, and does legally bind you to, a number of post-employment restrictive covenants which will apply once you leave. Please read these carefully and ensure they are observed]

The Company will provide you with your form P45 in due course.

Yours sincerely

Name

Job Title

Company