Name

Address line 1

Address line 2

County

Post Code

(Insert Date)

Dear (Name of PA)

This letter is to inform you that your employment with me will end as of [date termination is effective].

Your employment has ended for the following reason(s):

XXX

You will receive:

* your final pay for any outstanding hours worked
* any outstanding holidays owed
* XX weeks’ notice pay

You are requested to return [list all property that is to be returned, ie door key].

Also, please bear in mind that the contract you signed had a confidentiality clause that you agreed to.

Right to appeal

You can appeal this decision, by writing to me setting out the reasons for your appeal within 7 days from receiving this letter.

If you have questions or concerns about the above, feel free to contact me.

Yours sincerely

Name

[Title]