

DATE

EMPLOYEE NAME
ADDRESS

Dear Employee Name,

Re: Termination of Employment

We refer to your Contract of Employment dated dd/mm/yyyy which specifies that the first 3 months' of your employment is subject to a probationary period. During this time, your performance and conduct are monitored and assessed. Unfortunately, we are now writing to advise you that we have taken the decision to terminate your employment for the following reasons:

- (List reasons for dismissal, which should relate to the employee's conduct or performance during the probation period)

Within the 3-month probationary period, we have the right to terminate your employment without recourse to the disciplinary procedure. Therefore, we have decided to terminate your employment with immediate effect. *As you are within the first 4 weeks' of your employment with us, you are not entitled to any notice period **OR** as you have over 4 weeks' employment with us, you are entitled to 1 weeks' notice which you are not required to work and will be paid in lieu.

*****Check Contract wording.***

You will receive your P45 in due course and you will be paid the following:

- Your normal salary up to the termination of your employment
- Payment in lieu of your notice period since you are not required to work your notice
- A sum in respect of accrued but untaken annual leave entitlement if any is due. Please note that in accordance with your Contract of Employment, we reserve the right to deduct from your final termination payment a sum in respect of any annual leave taken in excess of your accrued entitlement as at your termination date

*DELETE AS APPROPRIATE

Although this role is not for you, we wish you every success in the future.

Yours sincerely

NAME
TITLE