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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 continue to be paid normally during your period of notice, but you will not be required to report for work. You will however be required to make yourself available to assist with answering any questions or dealing with any matters, which may arise regarding your workload. You are reminded that you remain an employee during your notice period and that you may not use your notice period for any other employment.

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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