

*[On Employer Letterhead]*

[METHOD OF DELIVERY]

[EMPLOYEE NAME]

[ADDRESS]

[DATE]

Dear [EMPLOYEE NAME],

Further to today's meeting, this letter confirms that your employment with [COMPANY NAME] is terminated, effective today **[OPTIONAL: INSERT REASONS, SUCH AS, DUE TO RESTRUCTURING]**.

In accordance with the terms of your employment contract, the Company will provide you with the following:

1. [NUMBER] [WEEKS/MONTHS STIPULATED IN THE CONTRACT] pay in lieu of notice, which is inclusive of any notice of termination **[IF APPLICABLE: and severance pay]** to which you may be entitled under the [MINIMUM STANDARDS STATUTE].
2. Any outstanding wages and unpaid accrued vacation pay **[INCLUDE IN LIST ANY OTHER UNPAID ACCRUED COMPENSATION, FOR EXAMPLE, UNPAID ACCRUED BANKED OVERTIME AND COMMISSIONS]**.
3. Your Company group insurance benefits will cease [immediately/on [DATE STIPULATED IN CONTRACT]]. **[IN ONTARIO INSERT INSTEAD: The Company will continue its contribution to your group insurance benefits until [DATE AT END OF EMPLOYMENT STANDARDS ACT, 2000, TERMINATION NOTICE PERIOD] at which point your group insurance benefits will cease.]** Life insurance coverage **[INCLUDE IN LIST ANY OTHER CONVERTIBLE BENEFITS]** may, at your option, be converted from group to individual coverage within [NUMBER] days. For further details, please contact [NAME] at [TELEPHONE NUMBER]. **[IF APPLICABLE: You will receive your Pension Statement and a letter outlining your pension transfer options within [NUMBER] days.]**
4. **[OPTIONAL OFFER OF REFERENCE LETTER: Upon your request, the Company is prepared to provide you with a letter of reference.]**

The above-mentioned payments will be provided to you within [INSERT APPLICABLE STATUTORY TIME FRAME] days.

A copy of your employment contract dated [DATE] is attached.

All amounts and benefits referenced in this letter are subject to applicable withholding taxes and statutory deductions. Ordinary deductions will continue to be made in respect of any benefits continued.

[[**Paper ROE version:** Your Record of Employment will be issued within five days.]/[**Electronic ROE version:** Your Record of Employment will be sent directly to Service Canada within [NUMBER] days. Thereafter, you may access your Record of Employment through the Service Canada website.]]

We require you to immediately return to [COMPANY NAME] all Company property in your possession, power or control, including but not limited to [LIST APPLICABLE COMPANY PROPERTY, FOR EXAMPLE, THE COMPANY SUPPLIED COMPUTER, CELLPHONE, KEYS, COMPANY AUTOMOBILE, SECURITY PASSCARDS, ETC.] and all records pertaining to the affairs of [COMPANY NAME], stored in any form whatsoever, together with any copies. [ADD ANY SPECIFIC INSTRUCTIONS REGARDING PROCESS TO RETURN THE COMPANY PROPERTY.]

[**OPTIONAL:** We remind you of your continuing common law obligation to maintain confidentiality over [COMPANY NAME]'s confidential information after your employment ends.]

[**OPTIONAL:** We take this opportunity to remind you of your obligations under [DESCRIPTION OF OBLIGATION AND SOURCE OF THE OBLIGATION, FOR EXAMPLE, THE NON-SOLICITATION AND NON-COMPETITION PROVISIONS CONTAINED IN PARAGRAPH 12 OF YOUR EMPLOYMENT CONTRACT]. These obligations continue after your last day of employment. A copy of your contract, dated [DATE] is attached for your ease of reference.]

Thank you for your service. We wish you success in your future endeavours.

Yours truly,

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[NAME]

[POSITION IN COMPANY]

Encl.: Copy of Employment Contract

[**OPTIONAL:** Copy of Confidentiality/Non-Competition/Non-Solicitation Agreement]