

[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 immediately, for just cause. As discussed in our meeting today, [INSERT BRIEF SUMMARY OF JUST CAUSE GROUNDS].

Your outstanding wages and unpaid accrued vacation pay [INCLUDE IN LIST ANY OTHER UNPAID ACCRUED COMPENSATION, FOR EXAMPLE, UNPAID ACCRUED BANKED OVERTIME AND COMMISSIONS] will be paid to you by [DATE].

Your Company group insurance benefits will cease as of today's date. 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.]

[[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 [also] 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 OF CONTRACT] is attached for your ease of reference.]

We wish you success in your future endeavours.

Yours truly,

[NAME]
[POSITION IN COMPANY]

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