

A modern office interior with large windows, desks, and plants. The office is bright and airy, with a clean, minimalist aesthetic. The windows are framed by light-colored wood or metal, and the desks are made of light-colored wood. There are several potted plants, including a large palm tree and a smaller plant on a desk. A blue banner is overlaid on the left side of the image, containing the text "SAMPLE TERMINATION LETTER TEMPLATE" in white, bold, sans-serif capital letters. The bottom of the image features a blue and black diagonal graphic element.

SAMPLE TERMINATION LETTER TEMPLATE

[Insert Logo]

Date

Employee Name

Address

Dear Employee Name:

This letter is to confirm that your employment with [insert Company Name], in the position of [Job Title] will end effective [Date].

Notice of Termination

Per the Ontario Employment Standards Act, you will be paid [Insert #] weeks **"pay-in-lieu of notice"** in recognition of your service. Your [Insert #] weeks pay-in-lieu of notice will be paid via [insert if direct deposit or another payment method], along with your final pay (for work up to and including [Date], on [Date].

In addition to the [insert #] weeks termination pay, you have the option of receiving [insert #] **additional weeks** of additional pay conditional upon you signing a Full and Final Release by [insert time and date], a copy of which is attached. If you choose to not sign the Release, you will receive only your [insert #] weeks Employment Standards Act "pay-in-lieu of notice" listed above.

Below is a breakdown of your separation payments:

[insert #] weeks statutory notice per ON's ESA	Additional monies in exchange for signing the Release	Total (with signed Release due (insert date))
X weeks (\$X gross)	Y weeks (\$Y gross)	X+Y weeks (\$X+Y gross)

Vacation Pay

You are also entitled to your accrued, unused vacation up to and including your last day of employment **[insert last date]**, and on your **[insert #]** weeks of Employment Standards Act pay-in-lieu-of notice. This will be paid with your final pay on **[insert pay date]**.

Group Benefits

Your Group Benefits through **[insert]** insurance will terminate on **[Date]**.

Return of Property

As part of this separation notice, it is imperative that you please return any company-owned items to **[insert]** on **[insert date]**.

Record of Employment

Your Record of Employment (ROE) will be emailed **[or insert "mailed" if applicable]** to your personal email. You may use your ROE to apply for employment insurance benefits (if applicable) at your local Service Canada office, or apply online at: <http://www.servicecanada.gc.ca/eng/ei/application/employmentinsurance.shtml>

Ongoing Confidentiality Obligations

We remind you that all confidentiality and non-disclosure Agreements signed upon hire are in full effect.

Should you have any questions, I encourage you to call me directly at **[insert contact info]**.

Regards,
Title & Signature

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