

NEATHOUSE PARTNERS

Short Service Dismissal Letter

See the next page for the template

STRICTLY PRIVATE AND CONFIDENTIAL

[NAME] [SURNAME]
[EMPLOYEE ADDRESS]

[DATE]

Dear [NAME]

Termination of Employment

I am writing **[following our meeting [earlier today OR on [DATE]]]** to confirm that the decision has been taken to terminate your employment.

The reason for this is **[INSERT BRIEF REASONING FOR DECISION TO DISMISS]**.

OPTION 1 - Due to the seriousness of your conduct, the Company considers this to constitute gross misconduct, meaning your dismissal is immediate and without notice, or a payment in lieu of notice.

OR

OPTION 2 - You are entitled to **[one week's]** notice, but you will not be required to work your notice and you will be paid in lieu of it.

Your final date of employment is therefore **[DATE]**.

[You will also be paid for any holiday entitlement that you have accrued but not yet taken.]

Your final pay and P45 will be sent to you in due course.

Yours sincerely,

[NAME]

On behalf of *****Employer name*****