**LETTER CONFIRMING TERMINATION**

**(for some other substantial reason)**

Dear [NAME]

**Termination of Employment**

I refer to the meeting held on [DATE] and confirm that your employment is being terminated on the grounds that [REASONS].

You have the right to appeal against your dismissal. If you wish to appeal, you must write to me within the next 7 days. You should state the grounds for your appeal in full.

The following arrangements apply with immediate effect (but may be varied or revoked in the event of a successful appeal):

(a) [Your employment was terminated on [DATE]. You will be paid up to that date together with a payment in lieu of notice] **OR** [Your employment will terminate on [DATE] on the expiry of the period of notice to which you are entitled].

(b) You will be paid any accrued untaken holiday pay that is due to you upon the termination of your employment.

(c) You must return any Company property on or before the termination of your employment.

(e) You will be forwarded your P45 in due course.

If you have any queries about the contents of this letter please do not hesitate to contact me.

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Yours sincerely,

[NAME]