

## Sample Termination Letter (Complex)

TODAYS DATE  
 EE NAME  
 EE ADDRESS  
 EE CITY EE PC

Dear NAME:

### RE: Termination of Employment

As per our discussion today, TODAYS DATE, this letter is to confirm that your employment with Organization is being terminated effective END DATE. The following conditions apply:

- You will be paid your salary up to and including END DATE. Your final pay includes earned but unused vacation pay up to END DATE.
- This period includes the one week notice period that must be provided to you under BC labour law.
- You will have access to word processing and the internet at your work location to facilitate in your job search during the three week notice period, providing you obtain permission from your supervisor before using organization property for this purpose.
- You will be given a reasonable amount of time to attend interviews during regular working hours over the period of your working notice.
- Any applicable benefit coverage ceases on END DATE. Please submit any healthcare or dental claims up to and including END DATE within thirty (30) days. If you have any questions regarding your group benefits, please contact \_\_\_\_\_. Some of your group benefits may be converted to individual coverage. If you wish to discuss your benefit conversion options you should contact \_\_\_\_\_.

You are required to return any organization property you may have in your possession including but not limited to keys, pass cards, computer equipment, software, files or data including computer and voice mail passwords by END DATE.

We take this opportunity to remind you that, during your employment with the organization, you had access to detailed confidential information of the organization, its clients and its associated and related businesses. You have a fiduciary obligation to Organization which obligation requires, among other things, that you not use or disclose any of the confidential information at any time in the future. Should you fail to return all of the organization's property or to abide by your fiduciary obligations to the organization, Organization shall exercise any legal rights that it may have.

Cont'd

## Sample Termination Letter (Complex) Cont'd

Please sign and return a copy of this letter and the enclosed release to my attention, postmarked no later than ONE WEEK FROM TODAY'S DATE.

Organization would like to thank you for your contribution.

Yours truly,

Organization

SUPERVISOR NAME \_\_\_\_\_

TITLE \_\_\_\_\_

I, NAME, have read the foregoing letter and agree to the terms and conditions of my severance from Organization as set out in this letter.

Dated in the City of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

NAME \_\_\_\_\_