

Working Notice Termination Letter

(Print letter on corporate letterhead)

Date

Mr. John Smith
101 Carlisle Road
Vancouver, BC V3G 2J8

Dear John:

It is with sincere regret that I must inform you that your employment with Organization will be terminated as of _____ (date).

In accordance with the terms of your employment contract, you will receive a lump sum severance equivalent to four months' salary less applicable statutory withholdings (this clause depends on whether an employment clause was included in the employee contract or if normal BC Employment Standards apply). You will receive a further payment which will represent your accrued and owing vacation pay. These payments, together with your Record of Employment will be delivered to you within five days of returning a signed copy of this letter and the attached Release Form.

Your BC Medical Services Plan and group insurance health insurance coverage, including extended health care, and/or dental will will expire on _____. Accidental Death & Dismemberment, Short Term Disability and Long Term Disability coverage will cease immediately.

Group Life Insurance coverage is in effect for _____ days after termination. You may convert it to an individual policy at the insurance organization's rates for such policy without medical examination in this 31-day period only. You may do this by contacting _____ and completing an application prior to the end the 31-day period. (This clause depends on your policy).

In accepting the severance outlined above, you agree that you will not at any time disclose, discuss, to or with anyone, other than your advisors, any of the confidential information you were privy to in your employment with Organization.

If the terms of this separation offer are acceptable to you, please sign below and return to me along with a signed and witnessed copy of the attached Release. Upon signing this letter, the terms will become a binding agreement upon you and Organization.

On behalf of Organization, I wish you well in your future endeavours.

Sincerely,

Doug Jones, Board Chair
Organization

Accepted and Agreed

_____	_____	_____	_____
Signature (John Smith)	Date	Witness (Signed)	Name