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Termination of employment contract letter pdf download pdf download full

Sample Resignation Letter - Notice Period Known

Use the sample resignation letter if you know how much notice you need to give. Keep your resignation letter short and to the point. Use formal language and try your best to be polite. Check your employment contract to find out how much notice you need to give your employer. If your contract specifies a notice period, you must state that in your resignation letter and how many weeks before you plan to stop working. If you do not know what your notice period should be, you can contact the Federal Government for more information on 13 136 or jobcentre.gov.uk (Monday to Friday 9am to 5pm). **NOTE:** To resign properly you must always use your resignation letter. If any dispute arises over the timing of your resignation you have this letter as proof that you gave the right amount of notice. Make sure you keep a copy of your resignation letter. This way you'll have proof of the date you submitted it, and proof of the date that will be your last day at work. Your resignation letter should include:

- A statement that says you are going to resign.
- The date of your last day at work in the resignation (based on the notice you are giving).
- A brief explanation of why you are leaving.
- A short, polite thank you at the end of the letter.

Other things your resignation letter should include are:

- Something positive about your experience in the job (e.g., the opportunity to gain experience or develop your skills).
- An offer to help make your resignation easier for the organisation (e.g., an offer to help someone else do your job).

Check out Think Career's [Job & Career pages](#) for more tips and advice about your rights at work, how to find and apply for a job, and more.

DATE: _____
NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____
ZIP: _____
TELEPHONE: _____
FAX: _____
E-MAIL: _____
JOB TITLE: _____
EMPLOYER: _____
ADDRESS: _____
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DATE: _____
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Dated _____

To,

- Name of the Person
- Designation
- Organization Name
- Address _____
- _____

Subject: Contract cancellation

Dear Mr/Ms _____,

This letter serves as a notice that I will be cancelling my contract with your agency effective (dated) _____, I have come up with this decision because your deliveries these past few months are late and it has caused so much trouble on our part. It is stipulated in our contract that it can be cancelled in the event that expected quality of service is not met thus I am cancelling it.

As agreed we will be settling all of our accounts before the end of this month. I hope that you understand this decision since we have entered into a contract, wherein we are expected to deliver the best service that is due to each other the best way we can and failure to do so will merit its cancellation. I am positive that there is more that you can do to improve your service and we will be happy to engage in a contract with you when that time comes. Thank you so much for the wonderful business relationship that our companies have.

Sincerely Yours,

- Authorized Person's Name
- Designation
- Organization Name
- Address _____
- _____

Termination Agreement Between COMPANY and NAME

This Agreement confirms the circumstances surrounding the termination of your employment with COMPANY, known as "XXX".

1. Termination Date

Your employment with COMPANY will terminate effective DATE.

2. Notice

- COMPANY will provide you with a lump sum payment equal to NUMBER (X) week's base salary, representing your notice and entitlement as prescribed under the Employment Standards Act, 2000. Payment will be made through the usual means as part of the DATE pay cycle.

OR

- The period between TODAY'S DATE and TERMINATION DATE is referred to in this agreement as the "notice period". During the notice period your employment status will remain unchanged.

3. Severance [NOTE: Depending on the length of service this clause may not be necessary]

- COMPANY will provide you with a lump sum payment equal to NUMBER (X) base salary, representing your severance and entitlement as prescribed under the Employment Standards Act 2000.

4. Vacation

Any outstanding vacation owing will be paid to you as a lump sum, less applicable statutory deductions. Payment will be paid through the usual means as part of the DATE pay cycle.

5. Group Benefits

Your group benefits coverage will continue for NUMBER (X) of weeks. (should be same as the number in 2) You have the option of converting your life insurance to an individual policy, as long as it is done within NUMBER (X) (depends on your life insurance plan) days after TERMINATION DATE. [NOTE: this is a legal requirement if you offer life insurance under your group plan]

6. Additional Payment [NOTE: Depending on the terms of the applicable employment contract, an additional amount may not be necessary or desired. Legal advice should be sought on this point]

In addition to the above items and conditional upon the signing and returning of the attached Full and Final Release, the Company is pleased to provide you with the following additional assistance:

- An additional payment equal to an additional NUMBER (X) (number of additional weeks) weeks of base salary paid through the usual means on "DATE" OR "THE COMPANY'S REGULARLY SCHEDULED PAYROLL CYCLE OVER THE NEXT NUMBER (X) WEEKS"
- Your current benefits, with the exception of NAME (name all excluded benefits), will continue for an additional NUMBER (X) (should be the same as 6(a)) of weeks or

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