*[Print on Employer’s Letterhead or insert Address]*

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Termination of Employment

Following the Formal [Dismissal/Redundancy] Notice to you of <<Date>> we believe it is in the interests of all parties that you leave immediately.

The Company will pay you the sum of <<£ amount>> on your signature and return of the enclosed copy of this letter.

[Full details of this sum are provided in the Schedule enclosed herewith including any statutory redundancy entitlement and payment in respect of accrued holiday.]

You are to return all Company property in you possession to <<Name & Title>> on or before <<Date or payment of the compensation>>.

Please do not hesitate to contact me if you have any questions

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

I hereby acknowledge receipt of this Termination of Employment Letter and agreement to the terms and payment referred to therein.

Signed ……………………………

 <<Employee Name>>

Dated …………………………….