

LETTER OF TERMINATION OF EMPLOYMENT

Employer Name: _____

Employer Address: _____

Employee Name: _____

Employee Address: _____

Dear Sir / Madam,

We hereby notify you of the termination of your employment with the Company. This termination is effective immediately and is in accordance with the terms and conditions of your employment contract and relevant UK employment legislation. The reasons for this termination are due to business restructuring and operational requirements, and not as a result of any misconduct or performance issues.

In compliance with UK employment law, the notice period you are entitled to will be observed. During this period, you will continue to receive your contractual salary and benefits. Alternatively, the Company reserves the right to offer pay in lieu of notice.

Please arrange to return all Company property, including but not limited to keys, documents, electronic devices, and any other materials belonging to the Company, by the end of your notice period.

You are entitled to request a written reference from the Company, which will be provided upon request and will be a factual and accurate reflection of your employment period.

If you have any questions or require clarification concerning this termination, please contact the Human Resources Department.

Yours faithfully,

For and on behalf of Employer:

Authorized Signatory

Employee Signature

Signature: _____

Signature: _____

Name: _____

Name: _____

Position: _____

Date: _____

Original source of this document:

<https://docstemplates-uk.com/letter-of-termination-of-employment/>

Did you find this template helpful?

Find more updated templates at:

<https://docstemplates-uk.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.