



**SALOPEK
& ASSOCIATES**

STRATEGIC PLANNING • HUMAN RESOURCES • BOARD GOVERNANCE

Termination Letters & Guide: Sample of Guide and Letter

STRATEGIC PLANNING • HUMAN RESOURCES • BOARD GOVERNANCE



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Importance of Policies

It is important for an organization to have clear policies on Conduct, defining what is considered to be acceptable and not acceptable behaviour. In addition, a clear policy on Progressive Discipline is important. Both of these policies must be consistently and uniformly applied in all cases.

Employees should sign an Acknowledgement form indicating that they have read, understand and agree to abide by these policies (along with all other company policies). The Acknowledgement form should also indicate that breach of any of these policies could result in disciplinary action, up to and including dismissal. Employees should have easy access to these policies and, ideally, the company should have an annual review of all policies with employees. At that review, employees should be required to sign a sheet indicating that they were in attendance at the review and re-sign the Acknowledgement form.

Components of Termination Letters

Written notice of termination should be provided in every case. All termination letters should be brief, in plain language, clear and unambiguous. They should include the following important components:

- effective date of the termination
- reason for termination that is factual, without defaming the employee or engaging in character assassination
- date on which employment benefits end and indicate employee's responsibility to replace coverage
- advice regarding any conversion privileges with respect to benefits and who to contact to exercise those privileges
- confirm the timing and amount of the final payment and of any amounts owing up to and including the date of termination

Appendices

Appendix A: Termination Within Probationary Period Letter



Termination Guide

APPENDIX A: TERMINATION WITHIN PROBATIONARY PERIOD LETTER

Date

Employee Name & Address

HAND DELIVERED
PERSONAL AND CONFIDENTIAL

Dear Employee:

Re: Termination of Employment

As discussed in our meeting today, this letter will serve as formal notice of your termination of employment from Salopek & Associates effective January 01. Because your employment is being terminated within the first three months, Salopek & Associates is not required to provide you with notice or pay in lieu of notice.

You will receive the following payments:

- your regular pay up to and including January 01
- your accrued and owing vacation pay,
- your banked/earned overtime pay.

Applicable statutory deductions will be applied to the above payments. These payments, together with your Record of Employment, are attached to this letter.

If you have any outstanding eligible Company expenses, you must submit them to me no later than January 01 and they will be reimbursed to you.

Group Benefits Plan

Your participation in our group benefits plan will expire on January 01 and it will be your responsibility to replace that coverage. You may be eligible to convert your life insurance by contacting Alberta Blue Cross at 1-800-661-6995 within 30 days.

Return of Company Property

Salopek & Associates will require the return of your building keys/access card, cell phone and laptop immediately and any other items in your possession no later than January 01. Please return these items directly to me.

Confidential Information

We further confirm that, as per the Confidentiality Agreement that you have signed, you will not improperly use or disclose confidential or proprietary information to which you had access during your employment with Salopek & Associates.



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ABOUT SALOPEK & ASSOCIATES LTD.

Salopek & Associates Ltd. is a team of human resource and business consultants specializing in strategy, human resources and board governance. We are available on an on-call basis to help you attract, retain and develop the right people and to put effective processes in place that will grow your business.

Each Associate on our team has more than 15 years of experience. In addition, our Specialists have advanced human resource and business designations. We own our own businesses and know the challenges related to running a successful business. Salopek & Associates understands the importance of attracting, retaining and developing good people. Our consulting team is on-call 24/7 and available when you need us. We are just a phone call or email away.