

Individualized Funding Resource Centre Society

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1. **Sample Termination Letter | After Warnings Given**

July 31, 2010

Lillian Wei

333 3rd Avenue

Vancouver, BC V6X 5X5

Dear Lillian:

I am formally terminating your employment with me, two weeks from today. I met

with you to discuss your chronic lateness on July 17th, 2005 and followed up

with a written warning on July 22nd 2005. Unfortunately, you continued to be

late. I am left with no other option, but to terminate your employment.

Please return your keys to me before you stop working for me.

I will send you a Record of Employment within five days of your last day of

employment and a cheque for any vacation pay you are owed.

Sincerely,

John Stevens

1. **Sample Termination Letter | No Previous Warnings**

Dear Lillian:

I am issuing you a formal notice of immediate termination of employment. Today,

I saw you opening my bag and taking money from my wallet. I therefore have no

option but to terminate your employment.

Please return your keys to me immediately.

I will send your Record of Employment five days from now. I am firing you for “just

cause” as defined by the Employment Standards Act of BC and you are therefore

not eligible for termination pay. I will, however, include a cheque for any vacation

pay you are owed.

Sincerely,

John Stevens