

Termination Letter UK

Governed by the Employment Rights Act 1996 (ss. 86, 92, 97, 165, 203)
and English Common Law — Applicable in England and Wales
Notice of Termination of Employment Contract

Employer Details

Employer / Organisation Name: _____

Registered Address: _____

Contact Name: _____

Job Title: _____

Email: _____ Telephone: _____

Date: _____

To: _____

Home Address: _____

Employee Reference / Payroll Number: _____

Dear _____ ,

Re: Termination of Your Employment – _____ – _____

1. Notice of Termination

We write to inform you that your employment with _____ is terminated with effect from _____ (the "Termination Date").

Your employment commenced on _____. Your continuous service has therefore been _____.

2. Reason for Termination

The reason for the termination of your employment is: _____.

Full details of the circumstances leading to this decision were set out in _____.

3. Notice Period

You are entitled to _____ notice in accordance with _____.

Select as applicable:

- ☐ (a) Working notice: You are required to work your notice period, which ends on the Termination Date stated above.
- ☐ (b) Payment in lieu of notice (PILON): In accordance with your contract, the Employer has elected to make a payment in lieu of notice. You are therefore released from duty with immediate effect, and a payment of _____ will be made to you.

- ☐ (c) Garden leave: You will be placed on garden leave for the duration of your notice period. During this period you remain an employee, your contractual terms continue to apply, and you must remain available to the Employer as required.

4. Final Pay and Outstanding Entitlements

Your final pay will be calculated up to and including the Termination Date and will include:

- (d) Salary or wages accrued to the Termination Date: _____;
- (e) Accrued but untaken annual leave: _____ days, equivalent to _____;
- (f) Statutory redundancy pay (if applicable): _____;
- (g) Any other payments: _____.

All payments will be made through the normal payroll process on _____ and will be subject to all applicable deductions for income tax and National Insurance contributions.

5. Return of Company Property

You are required to return all Company property in your possession on or before the Termination Date. This includes, but is not limited to: _____.

Please arrange the return of such items with _____.

6. Confidentiality and Post-Termination Obligations

You remain bound by the confidentiality obligations set out in your contract of employment and any applicable policies, both during and after your employment. You must not retain, disclose, or make use of any confidential information, trade secrets, or proprietary data belonging to the Employer or its clients.

Any post-termination restrictive covenants contained in your contract of employment, including those relating to _____, shall remain in full force and effect following the Termination Date.

7. Employee Benefits and Pension

Your entitlement to all employee benefits, including but not limited to _____, will cease on the Termination Date.

Your workplace pension will be dealt with in accordance with the rules of the _____ scheme. Please contact _____ for further information regarding your pension options.

8. References

The Employer _____ provide a reference upon request. Any reference provided will be _____, in accordance with the Employer's reference policy.

9. Right of Appeal

You have the right to appeal against this decision. If you wish to appeal, you must do so in writing to _____ at _____ within _____ of the date of this letter.

Your appeal should set out the grounds on which you are appealing and any supporting information you wish the Employer to consider.

10. Statutory Rights and Further Advice

Nothing in this letter affects your statutory employment rights. If you consider that the termination of your employment is unfair or unlawful, you may be entitled to bring a claim before an Employment Tribunal. Strict time limits apply: you must contact the Advisory, Conciliation and Arbitration Service (ACAS) to initiate Early Conciliation within three months less one day of the Effective Date of Termination, as a

mandatory prerequisite to filing an Employment Tribunal claim.

You are strongly encouraged to seek independent legal advice from a qualified solicitor or to contact ACAS (England and Wales) for further guidance regarding your rights and any available remedies.

11. Closing

We wish to take this opportunity to thank you for your contribution during your time with _____ and wish you well in your future endeavours.

If you have any questions regarding the contents of this letter or your entitlements, please do not hesitate to contact _____ at _____.

12. Signatures

Signed on behalf of the Employer:

Signature

Name: _____

Job Title: _____

Date: _____

Acknowledgement of Receipt by Employee (optional):

I acknowledge receipt of this letter and confirm that I have read and understood its contents.

Employee Signature

Name: _____

Date: _____

This document is provided as a general template for informational purposes only and does not constitute legal advice. Employment law requirements and procedures apply across England and Wales. Employers are strongly advised to consult a qualified employment solicitor or HR professional before issuing a termination notice, particularly where dismissal may give rise to claims of unfair dismissal, discrimination, or wrongful termination under the Employment Rights Act 1996. Employees who are uncertain about their rights are encouraged to seek independent legal advice or to contact ACAS (England and Wales).