

**LETTER OF TERMINATION (IMMEDIATE)
SIMPLE FORM**

[on company letterhead]

Personal & Confidential

[date]

[name of employee]
[street address]
[city, state/province, zip/postal code]

HAND DELIVERED

Dear [Sir/Madam]:

Further to our discussion, this letter confirms that your employment with our company is being terminated effective immediately. We sincerely regret this action, and can assure you that we have only done so after considering all alternatives.

Under the circumstances, we will be implementing the following severance arrangements:

1. Your employment will end effective immediately.
2. You will be paid any unpaid base salary accruing from the effective date of our last payroll to today, subject to the usual source deductions.