

EMPLOYEE DISMISSAL LETTER DUE TO LENGTHY ILLNESS

[On employer's letterhead]

[date]

[Name of Employee]
[address]

Dear _____:

Further to our various discussions regarding your medical condition, we were all very sorry to hear that your medical condition has not improved and that your doctor believes it unlikely that you will be able to resume work at your present position.

I have reviewed the situation with _____ and it is noted that we could not find an alternative work situation for you, however, unfortunately there are no other options for that we can offer about the present time.

It is with great regret that we must give you notice to terminate your employment with [Name of Company], effective _____ [insert date].

You will be paid for the _____ of your notice, plus accrued holiday pay. I will arrange for your final pay check and _____ [insert name of applicable tax forms] to be sent to you as soon as possible.

If your health improves in future and you find that you are able to resume working, please do not hesitate to contact me. We would be pleased to discuss the prospect of rehiring you.

Yours truly,

[Name, title]