

[PREPARE THIS LETTER ON YOUR COMPANY'S LETTERHEAD]

(date)

[NAME OF EMPLOYEE]

[Address of Employee]

Dear Sir/Madam:

Re: Termination of Employment

This letter is to inform you that [NAME OF EMPLOYER] ("Company") terminates your employment effective _____ [insert date].

We feel we have grounds for your termination and therefore are not obligated to provide you with either notice of termination or payment in lieu of notice. However, on a **"WHOLLY WITHOUT PREJUDICE BASIS"**, we are proposing the options below for dealing with the settlement of your employment relationship at Company. The proposals **ARE NOT** to be considered either notice of termination or offers of payment in lieu thereof.

The proposals are as follows.

1. Employment Terminated Immediately:

- Company will pay you the sum of \$_____ per month for _____ months for a total of \$_____ (less statutory deductions).
- During the above ___-month period, you will be asked to advise Company on a monthly basis whether or not you have found new employment. If you find new employment during the ___-month period, the gross salary and other compensation of your new employment will be deducted from the \$_____ payments remaining in the ___-month term. If your salary and compensation from your new employment exceeds \$_____ per month, there will be no further payments to you from Company.
- If you cease to report the status of your employment to Company or if you cease to actively look for work, Company's obligation to continue making any further payments to you for the balance of the ___-month term will come to an end.
- You will sign and deliver to Company a General Release in the form attached which will include a release of any and all claims you have against Company for any matter whatsoever. This Release must be delivered before any payments begin on the above ___-month term.

THIS IS A 3-PAGE FORM.