

Letter to employee: termination of employment; with PILON statement

[Print on Company Letterhead]

[Employee's address]

[Date]

Dear [Employee name],

Re: Termination of Employment

We are writing in reference to the formal [Dismissal / Redundancy] Notice
[]

You are required to acknowledge receipt of this letter

The Company will pay you the []

We are enclosing a Schedule along with this letter containing

We further remind you that you must return all
[] []
].

Please feel free to contact us

Yours sincerely,

[Name]

For and on behalf of [Company name]

Signature

[name of Employee]

Date: [date]

Enclosure:

Explanatory notes:

Letter to employee: termination of employment; with PILON statement

General notes:

A Payment in Lieu of Notice (PILON), which this letter states

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End of notes