

EMP229

Letter

ing

On letterhead of the organi

[Employee name]  
[Emp home address]

Dear Mr Forrester

**Your work for us**

I am writing to tell you th  
attended on [date].

following the meeting you

The decision is that your  
you notice that your employ

d. Accordingly, I now give  
ny name] ceases on [date].

The reason for the terminat

Between the 1<sup>st</sup> January an  
safety rules on a number o  
and lives of others. You ha  
letter on 4<sup>th</sup> February. Des

l the company's health and  
ave endangered the safety  
usiness of you omissions by

You may appeal against t  
three days. We shall then  
consideration.

deal, you must tell us within  
r situation will receive fresh

We would like to terminat  
decision is made after you  
re-instate you. The appea  
notice period.

pending the appeal. If a  
e been dismissed, we shall  
whilst you are serving your

I attach a copy of your con  
refer you to the paragraph  
you agreed in your contrac

own copy is not to hand. I  
ve now find ourselves. As

we ask you to

except as set out below;

from tomorrow  
Would you th

over your duties as [???].  
r when she asks you;

before you l  
[number] of th

referred to in paragraph  
k such property has value

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