

Private and Confidential

[[Title]] [[Firstname]] [[Surname]]

[[EmployeeCompleteAddress]]

[[CurrentDate]]

Dear [[Firstname]]

Re: Meeting **(date)**

I refer to our recent meeting, which was held in **(insert location)**, at **(insert time)** on **(insert date)**.

As you are aware, at the meeting we discussed **(please insert details)**.

Following our discussions, I have decided to dismiss you with effect from **(insert date)**. The reason for your dismissal is **(insert reasons)**.

You are entitled to **(insert number)** week's notice, which will be paid in lieu, together with any adjustments for outstanding holiday accrual. Your P45 and pay advice will be forwarded in due course.

During your employment, the Company processed your personal data as set out in its employee privacy notice. We will continue to process your data in line with the retention periods in the privacy notice for our legitimate interests.

Yours sincerely

(Name)
(Job Title)



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