

Sample – Contractual Termination (Common law employee)

Date

Mr. Sales Director

Dear

Contractual Termination

This is to inform you that your services as Sales Director are no longer required with effect from 1 Apr 2020.

In accordance with your letter of appointment dated 8 Dec 2019, your contract of service may be terminated by either party giving one (1) weeks' notice in writing, hence your last working day with the company will be on 24 Mar 2020.

Kindly return all relevant articles belonging to the company to the Human Resources Department on your last working day.

In line with our company policy, you are requested to refrain from patronising or visiting the company for a minimum period of 6 months effective from your last day of service.

Thank you.

Yours sincerely
Human Resource Director