

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]

[Date]

[Employee's Name]
[Employee's Address]
[City, Province, Postal Code]

Dear [Employee's Name],

Re: Termination of Employment

I am writing to formally notify you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision has been made after thorough consideration and review of your performance, conduct, and the needs of the company.

[If applicable, mention any prior warnings or discussions regarding performance or conduct.]
[Provide a brief explanation of the reason(s) for termination, ensuring compliance with Alberta employment laws and regulations.]

As per Alberta Employment Standards Code, you are entitled to receive [mention any entitlements such as termination pay, vacation pay, etc.]. Your final paycheck, including any outstanding wages and entitlements, will be processed and issued to you on [Date of Final Paycheck].

[If applicable, mention any company property that needs to be returned, such as keys, equipment, etc. Specify the deadline for returning these items.]

Please be advised that you have the right to seek advice from legal counsel or a representative regarding this matter. Additionally, you may be eligible for Employment Insurance benefits through Service Canada.

If you have any questions or require further clarification regarding the termination process, please do not hesitate to contact [HR Contact Name] in Human Resources at [HR Contact Email] or [HR Contact Phone Number].

We appreciate your contributions during your tenure with [Company Name] and wish you the best in your future endeavors.

Sincerely,
[Your Name]
[Your Position]
[Company Name]

