

(Company Letterhead)

Date <<>>

Name of Employee <<>>

Address of Employee <<>>

Dear <<>>

CERTIFICATE OF TERMINATION

FOR

(NAME OF EMPLOYEE)

Further to your request herewith is a Certificate of Termination pursuant with section 22 of the Employment Act 2000.

- (a) The name and address of the company is
- (b) The nature of our business is.....
- (c) This is to verify that you were employed by *(name of company)* from.....to.....
- (d) You were employed by *(name of company)* in the capacity of *(job title)*
- (e) At the time of the termination of your contract of employment you were earning \$.....
- (f) As per your request the reason for the termination of your contract of employment was

Yours sincerely,

(Name of Company Representative)
(Position)