

TERMINATION LETTER WITHOUT CAUSE – ONTARIO

Employer Name: _____

Employer Address: _____

Employee Name: _____

Employee Address: _____

Subject: Termination of Employment Without Cause

Dear Employee,

We regret to inform you that your employment with the Company will be terminated without cause. This decision is effective immediately upon receipt of this letter. This termination is made in compliance with the Ontario Employment Standards Act, 2000 and applicable employment law.

1. Termination Details

Your last day of employment will be considered as the date of this letter, unless otherwise agreed in writing.

2. Notice or Pay in Lieu

In accordance with the Employment Standards Act, 2000 (ESA), you will receive written notice or pay in lieu of notice. The amount of notice or pay in lieu is calculated based on your length of continuous employment with the Company. This payment includes any statutory entitlements.

3. Severance Pay

If applicable under the ESA, you may be entitled to severance pay. Severance pay is separate from notice or pay in lieu and is based on your period of employment and payroll size of the Company.

4. Outstanding Compensation and Benefits

You will receive payment for all earned but unpaid wages, vacation pay, and any other outstanding benefits up to your last day of employment.

5. Return of Company Property

Please return all Company property, including but not limited to keys, equipment, documents, electronic devices, and confidential information, by your last day of employment.

6. Confidentiality and Non-Disclosure

Your obligations under any confidentiality, non-disclosure, and non-competition agreements entered into during your employment shall survive the termination of your employment.

7. Release and Waiver

By accepting any payments provided in connection with this termination, you agree to release and waive any claims against the Company arising out of your employment or its termination, except for those claims that cannot be waived by law.

8. Legal Advice

You are advised to seek independent legal advice regarding this termination and the terms set forth in this letter.

9. Governing Law

This termination letter and any matters arising out of it are governed by and shall be construed in accordance with the laws of the Province of Ontario and Canada.

Please acknowledge receipt and acceptance of this termination by signing below.

EMPLOYER SIGNATURE

Date: _____

Signature: _____

EMPLOYEE SIGNATURE

Date: _____

Signature: _____

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