## **Notice of termination policy template**

[Organization Name]

Notice of Termination Policy

### **Brief & purpose**

The purpose of this policy is to establish guidelines for providing written notice of termination to [Organization Name] employees who have been terminated from their employment with the organization. The policy aims to ensure fair treatment of employees, promote transparency, and minimize disruption to operations during the termination process.

### **Scope**

This policy applies to all [Organization Name] employees, including full-time, part-time, probationary, and fixed-term employees. It does not apply to independent contractors or agency workers.

### **Definition of valid notice of termination**

A valid notice of termination refers to a written document issued by the organization's authorized representative, which informs an employee of their impending termination and provides details on the applicable notice period, severance package (if applicable), and any other relevant information.

### **Notice periods**

Employees on a fixed-term contract: The notice period specified in the employment contract will apply. If no notice period is stated, then the minimum requirement under applicable laws and regulations will be observed.  
Probationary employees: The notice period specified in the employment contract will apply. If no notice period is stated, then one week's notice will be provided.  
Full-time and part-time employees: The following notice periods will apply based on the employee's length of service:  
+ Less than 2 years: 1 week  
+ 2 years but less than 5 years: 2 weeks  
+ 5 years or more: 4 weeks

### **Severance packages**

Eligible employees who are terminated due to reasons other than misconduct or poor performance may receive a severance package that includes payment for the applicable notice period, continuation of benefits coverage, and outplacement assistance (where appropriate). The specific components of the severance package will depend on the employee's length of service and employment contract.

### **Job Abandonment**

An employee who fails to report for work without authorization for three consecutive working days (or five consecutive calendar days) will be deemed to have abandoned their job. In such cases, the employee's final pay and benefits will be calculated according to the applicable laws and regulations, and company property or equipment must be returned within seven days from the date of termination.

### **Written notice procedures**

1. Authorized representatives: Only designated HR personnel or management officials are authorized to issue written notice of termination.  
2. Form of communication: Written notice may be delivered via email or certified mail, with return receipt requested.  
3. Required documentation: A copy of the signed termination letter, employee ID card, and any other relevant documents must be attached to the notice.  
4. Confirmation of delivery: The person delivering the notice must obtain a signature from the employee as proof of delivery. If the employee refuses to sign, the notice will be deemed served when it is emailed or mailed.

### **Support services**

The organization may offer support services, such as career counseling or outplacement assistance, to affected employees. These services will be provided at no cost to the employee and may include access to job search resources, resume-building workshops, and networking opportunities.

### **Confidentiality**

All information related to an employee's termination must be kept confidential during and after the termination process. Employees who breach this policy may face disciplinary action up to and including termination of employment.

### **Dispute resolution**

If an employee disputes the terms of their termination, they should contact the HR department in writing within 10 working days from the date of termination. The dispute will be investigated promptly, and a response will be provided within 20 working days. If necessary, the organization may engage third-party mediation services to resolve the dispute.

### **Updates and amendments**

This policy will be reviewed periodically to ensure compliance with changing laws and regulations. Any updates or amendments will be communicated to all employees through the organization's intranet, email, or other appropriate channels.

### **Acknowledgment**

By accepting employment with [Organization Name], employees acknowledge that they have read, understood, and agree to abide by the terms of this notice of termination.

*Disclaimer: This* [*policy*](https://resources.workable.com/company-policies/) *template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor* [*Workable*](https://www.workable.com/) *will assume any legal liability that may arise from the use of this policy.*