

Sample – Contractual Termination (Common law employee)

Date

Ms
Guest Service Manager
Front Office

Dear

Contractual Termination

This is to inform you that your services as Guest Services Manager are no longer required with effect from 21 October 2004.

In accordance with your letter of appointment dated 9 July 2004, your contract of service may be terminated by either party giving one (1) week's notice in writing, hence your last working day with the Hotel will be on 20 October 2004.

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

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

Thank you.

Yours sincerely

Human Resource Manager