

Commercial Contract

NOTICE OF TERMINATION OF EMPLOYMENT



*Empowered lives.
Resilient nations.*



Small and Medium Enterprises Development Authority

Ministry of Industries & Production

Government of Pakistan

www.smeda.org.pk

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January 2013

Notice of Termination of Employment

Pro-Gole (Right to do Business)

Legal Services, B&SDS

LEGAL SERVICES, SMEDA

The Legal Services (LS) department is a part of Business & Sector Development Services Division of the Small Medium Enterprises Development Authority and plays a key role in providing an overall facilitation and support to the small businesses. The LS believes that information dissemination among the small businesses on the existing legal & regulatory environment and business to business and business to client contracting is of paramount importance and plays a pivotal role in their sustainable development.

In order to facilitate small businesses, the LS, under the Pro-GOLE (Right to do business) project, a joint SMEDA-UNDP initiative for supporting the small businesses, has developed user-friendly contract templates.

Pro-GOLE, (Right to do Business)

The UNDP has partnered with the Small and Medium Enterprises Development Authority to initiate and execute the Pillar 4 (Right to do business) component of the UNDP PRO-GOLE project which seeks to enhance the legal awareness and mobility of marginalized/ informal businesses. Under the project legal services outreach shall be extended to small businesses including home based enterprises, small shopkeepers, growers, women entrepreneurs, hawking vendors etc. In addition, small business shall be mobilized to access legal services.

The Need for Commercial Contracts Templates

In an increasingly complex and competitive industry, it is vital that suppliers and purchasers are fully protected against legal and commercial risks. To counter such risks, a viable solution; available as- of the shelf commercial contract templates- will provide the users with first class ready to use support. With obligations properly set out and liabilities accurately defined, the users will be in a far better position to look after their rights and interests and move forward from their marginalized positions to being active players of the economy. The Legal Service Providers can equally take benefit of these templates for their professional and business development.

Disclaimer

The information contained in this template is meant to facilitate the businesses in documenting transactions with reference to employment matters. However, SMEDA, UNDP or any of their employees or representatives accept no responsibility and expressly disclaim any and all liabilities for any and all losses/shortfalls caused by or motivated by recommendations from the information contained within this document. Although SMEDA's ambition is to provide accurate and reliable information; yet, the document is not an alternative to expert legal advice and should ideally be used in conjunction with the same. Any person using this document and or benefiting from the information contained herein shall do so at his/her own risk and costs and be deemed to have accepted this disclaimer.

Information contained in this document may be freely used provided that relevant acknowledgement is accurately quoted with each usage.

Notice of Termination of Employment

Pro-Gole (Right to do Business)

Legal Services, B&SDS

[Insert Date]

[Insert Recipient's Name]

[Insert Recipient's Address Line 1]

[Insert Recipient's Address Line 2]

15. NOTICE OF TERMINATION OF EMPLOYMENT

Dear [insert Recipient's Name],

On behalf of [insert name of organization], and with regret, I am writing to inform you that your employment with this organization has been terminated, effective [insert date]. Please find enclosed with letter your final paycheck, along with the accrued vacation and other benefits in accordance with the terms of your Employment Agreement dated [insert date]. Let us know if you find any discrepancy therein, and I shall be glad to assist you regarding the same. We will contact you, shortly, regarding the continuation of your insurance coverage and any other applicable benefits/schemes.

You are being terminated due to [insert specify reasons, for instance conduct etc.]. It is your option to express your belief about the merits of your termination during your exit interview, scheduled for [insert date and time] to be held at [insert place].

It is the policy of this Business to protect its trade secrets, customer lists and other confidential or proprietary information as vigorously as possible. We remind you that we consider our clients, our business procedures and our business plans to be proprietary. Please remember that you have signed Confidentiality and Nondisclosure Agreements dated [insert date] and [insert date], respectively. You are, therefore, requested that you return any and all property that was generated or obtained during your employment with this Business, including any documents, handbooks, account ledgers, financial documents, manuals, computers, computer programs, software, keys, security cards, etc.

Should you have any queries or concerns, please do not hesitate to contact the undersigned.

Sincerely,

[Insert Name]

[Insert Designation]

[Insert Phone Number]

[Insert Email Address]