

## MODEL TERMINATION LETTER

### Written Statement of Reasons for Termination

Here is a Model Termination Letter that you can adapt and use if an employee's misconduct persists after he has received an oral warning. The union agreement requires owners to give a discharged employee a written statement of the reasons for termination within five working days after the discharge date. Keep the letter simple, and describe the grounds for termination in a general way. You will still have the right at an arbitration hearing to bring up reasons for dismissal that you may have forgotten to include in your letter.

[Insert date]

Joe Jones, Building Superintendent  
123 Any Avenue  
New York, NY 12345

#### RE: IMMEDIATE DISMISSAL

Dear Mr. Jones:

Effective immediately, you are dismissed from your position as building superintendent. This dismissal is based on your chronic failure to follow building rules, despite both oral and written warnings.

**Cause for Dismissal.** You have again broken the building's rules by using the building's charge account at XYZ Hardware Store for your personal benefit. When confronted, you admitted that over \$120 in charges had no connection to the building, but were diverted for your own unauthorized use.

You are dismissed from your position effective immediately. Your dismissal is based on this incident and your prior record.

Please be advised that your health benefits will terminate on [insert date]. You have the right to continue to receive health benefits at your own expense. Contact the Health Fund Administrator for your union's Health Fund as soon as possible to get information on how to continue your health insurance coverage. The address and telephone number of the Health Fund Administrator are listed below:

[Insert name, address, and tel. # of union health fund administrator.]

Yours truly,  
John Smith, Owner

Copies to: Building Services International Union, Realty Advisory Board