

[Print on Company Letterhead Address]

<<Name>>
<<Title>>
<<Company Name>>
<<Company Address>>
<<Company Address>>
<<Postcode>>

<<Date>>

Dear <<Insert Title & Name>>

Re: Termination of Employment

I am writing following our meeting on 11 November 2021 regarding the requirement for all care home staff to be vaccinated against COVID-19 by 11 November 2021.

As discussed, we have to ensure that all staff are not fully vaccinated to work in care homes. You have advised that you do not have the COVID vaccination. This means that you cannot continue in your current role from 11 November 2021.

Although we have considered your request to remain in the Company, we have not been able to accommodate this as vaccination is not required. Your current employment will end on <<insert date>> (the Termination Date).

You are entitled to <<insert notice period>> of your employment. **[EITHER:** As your notice period, you will receive pay and benefits up to your Termination Date].

OR

[As your Termination Date falls within your notice period you will receive pay and benefits in the amount of <<£state amount>> in respect of your notice period.]

You will be paid in lieu of <<insert notice period>> of leave. This payment will be paid in full, less income tax and national insurance contributions.

When we discussed the requirement for all care home staff to be vaccinated against COVID-19 by 11 November 2021.

We do not allow staff that are not fully vaccinated to work in care homes if they have a medical exemption and do not intend to have the COVID vaccination. As you are not medically exempt, your current role from 11 November 2021.

Although we have considered your request to remain in the Company, we have not been able to accommodate this as vaccination is not required. Your current employment with us will end on <<insert date>> (the Termination Date).

You are entitled to <<insert notice period>> of your employment. **[EITHER:** As your notice period, you will receive pay and benefits up to your Termination Date].

[As your Termination Date falls within your notice period you will receive pay and benefits in the amount of <<£state amount>> in respect of your notice period.]

You will be paid in lieu of <<insert notice period>> of leave. This payment will be paid in full, less income tax and national insurance contributions.

You must return all Company property by
the Termination Date.

You have the right to appeal a termination decision. If you wish to
appeal, you should do so in writing within <<number>> days of receipt of this
letter to <<state job title e.g. the HR Manager>> setting out the grounds for your
appeal.

I would like to thank you for your contribution to the Company and my best wishes for the future.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

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