*Use parish letterhead*

January 6, 2023

Name

Street Address

City, Province

Postal Code

Dear NAME,

As per your recent conversation with Rector and Warden(s), we are writing on behalf of the Corporation of PARISH NAME, CITY, with regret, to confirm that effective DATE, your employment as POSITION is being terminated, on a without cause basis. This letter is to be considered as notice of termination, fulfilling your entitlements and our responsibilities of the *Employment Standards Act, 2000,* which requires a minimum of # weeks of notice based on your service date of DATE.

You are entitled to any unpaid wages and vacation pay earned up until and including the date of termination, subject to the required deductions. Your medical/dental benefits and pension contributions will be continued until the end of the termination pay period, provided that you continue making payments of employee premiums and contributions until that date.

I ask that you return any keys, technology, files, or other parish property in your possession to NAME by DATE. I encourage you to take the time to consider this offer and get whatever personal, spiritual, or legal advice you may require. If you have any questions, please reach out to NAME, EMAIL, PHONE.

Please know of our gratitude for your contributions to this parish’s ministry. We wish you the very best in the future.

Yours very truly,

Signature here

NAME, TITLE

cc. TITLE NAME, Rector of CHURCH, CITY

NAME, Rector’s Warden, NAME, People’s Warden

 Ms. Trish Foden, Payroll, Pension and Benefits Administrator, Diocese of Niagara

Ms. Kim Murray, Personnel Assistant