## Immediate Termination of Employment

*Using immediate termination (summary dismissal) is a stronger measure than termination with notice. An employer can summarily dismiss an employee if he or she is guilty of gross misconduct or other significant breaches of the employment contract. The notice of dismissal is given to the employee personally or sent by registered mail to the employee's stated address.*

Example of Summary Dismissal Letter (Working Environment Act § 15-14 cf. § 15-4).

Please note that this document is of a general nature, and the text must be adapted to each individual business.

Employee's Name

Street Address

Postal Code and City/Town

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Date: |
|  |  |  |  |

**Dismissal**

You are hereby dismissed from your position as (**job title**) effective \_\_\_(**date**).

If you wish to claim that the dismissal is not justifiable, you have the right under the Working Environment Act § 17-3 to request negotiations or, if necessary, initiate legal proceedings under the Working Environment Act § 17-4.

A demand for negotiations must be submitted in writing to (company name) within two weeks after receiving this dismissal. As long as negotiations regarding the dismissal are ongoing, you do not have the right to continue in your position.

If necessary, a lawsuit must be initiated within eight weeks after the conclusion of negotiations. If no negotiation has taken place, a lawsuit must be initiated within eight weeks of the dismissal. If you only wish to claim compensation, a lawsuit must be initiated within six months of the dismissal.

The employer and proper defendant in the event of a lawsuit is:

**(Company name and address)**

Sincerely,

(Company name)

*(Name)*

*(Position)*