

To be delivered to the employee in person or forwarded as registered mail

Date.....

.....

(Name)

NOTICE OF DISMISSAL

You are hereby given formal notice that your employment as(job title) with this establishment will be terminated, effective as of(date) because of the following reasons.....
(The reasons may be omitted).

If you should wish to claim that the employment relationship has not been legally terminated, you are entitled to demand negotiations and to institute legal proceedings in accordance with the provisions of § 17-3 of the Working Environment Act (2005).

Demands for negotiations must be presented in writing within two weeks after receiving this notice. As long as negotiations are in progress, you are entitled to remain in your post.

Possible legal proceedings must be instituted within eight weeks following the conclusion of negotiations. If negotiations have not been conducted, legal proceedings must be instituted within eight weeks after receiving this notice. If you only wish to claim compensation, legal proceedings must be instituted within six months after receiving this notice.

If legal proceedings are instituted, you are entitled to remain in your post until a legally enforceable judgment is delivered, unless the court decides otherwise, on the condition that legal proceedings have been instituted within eight weeks of the time negotiations were concluded or notice received and before the expiry of the period of notice. The same applies, if you, before the expiry of the period of notice have notified our establishment in writing that legal proceedings will be instituted within the eight-week time limit. If the dismissal takes place before the expiry of a previously specified-trial period, generally, you will not be entitled to remain in your post.

If you have been dismissed owing to a lack of work, for a period of up to one year following the expiry of the period of dismissal, you will have a preferential claim to new employment in our establishment, provided that the vacant post is one for which you are suited, and provided that you have been employed with our establishment for a minimum of 12 months during the last two years before the expiry of the period of dismissal.

Names of the employer and the appropriate defendant in the event of legal proceedings:

.....

Yours faithfully