

Section: PS 803-C Corrective Discipline – Sample Letter of Dismissal for Cause (In-Scope) Appendix C

Last revised: March 2013
Last reviewed: March 2013
Next review:

SAMPLE LETTER OF DISMISSAL FOR CAUSE (in-scope)

PERSONAL & CONFIDENTIAL

Date

Name of Employee

Title

Ministry

Dear (Employee):

Re: Dismissal

(Note: The specific reasons for dismissal must be identified)

I have reviewed all of the information provided to me surrounding your recent misconduct. On (date), you (description of incident). You were warned verbally on (date), in writing on (date) and (if applicable) suspended on (date) for (state nature of misconduct).

Upon considering this information, I have determined that you have failed to correct (state the misconduct) despite the numerous opportunities provided to you.

Effective immediately, you are dismissed for cause from your position of (title of position) with the Government of Saskatchewan.

You may continue to access the Government of Saskatchewan Employee and Family Assistance Program (EFAP) for 90 days to receive confidential short-term professional counselling or additional work, health, life services. You can make arrangements by calling 1-844-880-9142. For more information about EFAP, visit [Taskroom](#).

A copy of this letter will be placed on your personnel file.

Sincerely,

(Permanent Head's Signature)

- c. Personnel File
- Manager
- Human Resource Business Partner
- Union (if applicable)