



TVA | The Legal Outsourcing Network®

CUSTOMIZED DEMAND LETTER (ACTING FOR EMPLOYEE)

Employer name: _____

Employer mailing address: _____

Recipient's name: _____

Employee name: _____

Gender: M F

Was employee provided a termination letter? Yes No *If yes* Date of letter: _____

Was a severance package offered to the employee on termination? Yes No

Has just cause been alleged: Yes No

Was employee constructively dismissed? Yes No

Substantial changes in employment constituting constructive dismissal: _____

Employee's annual salary: \$ _____

Was employee enticed from a previous employer? Yes No

If yes Name: _____ No. of yrs: _____

Bad faith (i.e. *Wallace*) damages: Yes No

Specific *Wallace* allegations: _____

Human rights violation: : Yes No

Specific human rights allegations: _____

CUSTOMIZED TERMINATION LETTER AND RELEASE (ACTING FOR EMPLOYER)

Employee name: _____

Employee mailing address: _____

Employer name: _____

Reason(s) for termination: _____

Is working notice being provided? Yes No

If yes Date of written notification: _____

Effective date of termination: _____

Name of supervisor to whom employee continues to report: _____

Is a severance package being offered? Yes No

If yes What amount of notice? _____ (specify weeks, months)

Employee's annual salary: \$ _____

Is the Employer's Payroll over \$2.5 million per year? Yes No

Severance package will take the form of: Periodic payments Lump sum

Did employee have benefits at this employer? Yes No

List of company property to be returned by employee: _____