



TERMINATION SUMMARY

Ontario - Employment Standards Act, 2000 (ESA)

PARTIES & EMPLOYMENT DETAILS

Employee: _____
Employer: Example Corp
Position: _____
Start date: _____
End date: _____
Length of service: _____
Pay type: Annual salary
Annual salary: _____
Weekly pay: _____
Termination type: Without Cause

STATUTORY MINIMUM ENTITLEMENTS

Minimum notice: Provide start and end dates to calculate

NOTICE SCHEDULE - ONTARIO

Less than 1 year	1 wk
1–3 years	2 wks
3–4 years	3 wks
4–5 years	4 wks
5–6 years	5 wks
6–7 years	6 wks
7–8 years	7 wks
8+ years	8 wks



SAMPLE, REFERENCE COPY ONLY. This is an example of what your employer should give you. This document is not yours to send. Do not present this as your own letter.

SAMPLE TERMINATION LETTER

Reference only: this is what your employer should provide to you

Example Corp

Date: June 15, 2026

TO: _____

Dear _____,

This letter is to inform you that your employment with Example Corp as _____ is terminated effective _____. This is a termination without cause.

In accordance with the Employment Standards Act, 2000 (ESA), the Act provides for a minimum of _____ of notice or pay in lieu for this length of service. You may also be entitled to severance pay, please review the enclosed entitlements summary.

You will receive your Record of Employment within 5 calendar days after the end of the pay period in which the interruption of earnings occurs. All accrued wages and vacation pay will be paid on or before the next regular pay date.

Sincerely,

Example Corp

Title: _____

Date: June 15, 2026

Acknowledged by employee (receipt does not constitute agreement):

Date: _____



EMPLOYEE RIGHTS

Ontario - Know your rights

FEDERALLY REGULATED? If you work for a bank, telecommunications or broadcasting company, an airline, interprovincial or international transport/trucking, a federal Crown corporation, or another federally regulated industry, you are covered by the Canada Labour Code, NOT your provincial Employment Standards Act. Federal notice and severance rules are different, and federally regulated employees with 12+ months of service have an unjust-dismissal remedy that can include reinstatement. The provincial figures shown here do not apply to you. See canada.ca for the Canada Labour Code standards.

WHAT TO DO IF YOU WERE TERMINATED

- 1 Request your Record of Employment (ROE) within 5 days if not provided.
- 2 Apply for Employment Insurance (EI) at canada.ca/en/services/benefits/ei as soon as possible. The 1-week waiting period is currently waived until October 9, 2027 (temporary measure).
- 3 Review your termination letter and severance offer carefully before signing anything.
- 4 Do NOT sign a release or accept a "full and final settlement" until you understand your full entitlements.
- 5 Calculate your ESA minimums (notice + severance if applicable).
- 6 Consult an employment lawyer before signing anything. Most offer free consultations. If offered more than ESA minimums, negotiate.
- 7 Check if you have a written employment contract: it may include a termination clause (or may not). Courts sometimes void badly drafted clauses.
- 8 File an ESA claim with the Ministry of Labour if your employer is not meeting the statutory minimums (free, no lawyer required).

PROVINCE NOTES

- * ESA minimums are a floor, not the ceiling. Common law entitlements can be significantly higher.
- * Ontario's ESA claim process is free. Filing with the Ministry of Labour vs. suing in court are different routes.
- * "Without cause" termination still entitles the employee to notice/pay. Cause is required to terminate with nothing.
- * Employment contracts with termination clauses may limit common law entitlements, but courts regularly void poorly drafted clauses.

Legislation: Employment Standards Act, 2000 (ESA)
<https://www.ontario.ca/laws/statute/00e41>



TERMINATION CHECKLIST

Immediate, within 1 week, within 2-4 weeks

IMMEDIATELY (within 48 hours)

- ☐ Secure copies of your employment contract, offer letter, and any performance reviews
- ☐ Take copies of your pay stubs (last 3 months minimum)
- ☐ Note date, time, and exact words spoken during termination meeting
- ☐ Do NOT sign any release, separation agreement, or full-and-final settlement

WITHIN 1 WEEK

- ☐ Apply for Employment Insurance (EI) at canada.ca, the 1-week waiting period begins immediately
- ☐ Request your Record of Employment (ROE) in writing if not already provided
- ☐ Consult an employment lawyer, most offer free first consultations
- ☐ Calculate your statutory minimum entitlements using the notice schedule on Page 1
- ☐ If offered a severance package, have a lawyer review it before signing

WITHIN 2-4 WEEKS

- ☐ Negotiate if appropriate, most employers expect some back-and-forth
- ☐ Update your LinkedIn profile and resume
- ☐ Notify professional references
- ☐ Review your benefits coverage end date and arrange alternative coverage if needed