

**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:**

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.

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

Sincerely,

(Permanent Head's Signature)

c. Personnel File

Manager

Human Resources

Union (if applicable)