

# Termination Letter (UAE): Sample Notice from the Employer

*Check the ground for termination and the notice period in the employment contract first. Fill in the bracketed parts, deliver the letter in writing, and keep proof that the employee received it.*

[Company Name]

[Company Address]

Date: [DD/MM/YYYY]

Reference: [HR/TL/Number]

To: [Employee Full Name]

Employee ID: [ID] | Job Title: [Job Title] | Department: [Department]

Work permit / contract number: [Number]

Subject: Notice of termination of employment

Dear [Employee Name],

This letter gives you written notice that your employment contract with [Company Name] will end.

Reason for termination: [State the reason clearly and factually]

Notice period: in line with your employment contract, your notice period is [number] days, starting on [DD/MM/YYYY]. Your last working day will be [DD/MM/YYYY]. [During the notice period you are required to continue working as normal.] OR [You are not required to work the notice period, and you will be paid the wage for the notice period in lieu.]

Final settlement: your final dues will be paid within 14 days of the end of your contract. They will include your wage up to the last working day, your end-of-service gratuity if you qualify, payment for any accrued annual leave not taken, and any other entitlements under your contract, less any lawful deductions.

Before your last working day, please return all company property, including [laptop, access card, documents], and complete the handover of your work to [Name].

The company will arrange the cancellation of your work permit and residence visa, and will issue an experience certificate on request.

Thank you for your contribution during your time with [Company Name].

Yours sincerely,

[Signature]

[Name of Authorised Signatory]

[Title]

[Company Name] | [Company Stamp]

## Employee acknowledgement of receipt

I acknowledge that I received this letter. My signature confirms receipt only, not agreement.

Name: [Employee Name] | Signature: [Signature] | Date: [DD/MM/YYYY]

This is a general sample for information only. It is not legal or tax advice and not an official government form. Adapt it to your contract, your records and your situation, and check current requirements with the relevant authority before use. Reviewed: 27 September 2026.