

NOTIFICATION OF INTERVIEW

(Mode of forwarding)

..... (city), the, 20...

(Name of employee)

(Address)

(City) (Province)

(Postal code)

(Name),

Please be informed that we are currently considering terminating your employment with
(*name of employer*). We hereby require your presence for an interview during which we will further explain
the reasons for our decision and will listen to any explanation you may offer.



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