



Clear form

Employer's or substitute employer's details

First name	Last name
Phone number	Email address

Employee's details

First name	Last name	Date of birth
Phone number	Email address	

Termination of employment (More detailed instructions on the period of notice and the reasons for termination on the following page.)

End date, taking into account the period of notice: _____.____._____
Termination of employment by mutual agreement
Employee's resignation
The employer terminates the employment relationship for a reason attributable to the employee
Retirement
Financial and production-related grounds
Other reason, please specify:
Technical termination

Any additional clarifications

Place and date:

Employer's signature and printed name	Employee's signature and printed name
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Reasons for termination of employment:**Termination of employment by mutual agreement:**

When the employer and employee jointly agree on the termination of the employment relationship and its terms.

Employee's resignation:

The employee chooses to resign. The reason for termination of an employment relationship can be anything, for example a health-related reason or some other personal reason. This reason can also be used when an employee resigns or terminates an employment relationship during a trial period. This reason is also used when the employee terminates the employment relationship.

The employer terminates the employment relationship for a reason attributable to the employee:

The employee has caused the termination of the employment relationship by their own actions. Such actions include neglecting one's work duties. This reason can also be used when the employer resigns or terminates an employment relationship during a trial period. This reason is also used when the employer terminates the employment relationship.

Retirement:

The employment relationship ends when the employee retires on old-age pension.

Financial and production-related grounds:

The employment relationship is terminated for financial and production-related reasons. Financial and production-related reasons include the termination of the grant decision in accordance with the employer model or transfer to the service voucher.

Other reason, please specify:

No other suitable code for the termination of employment is found in the code set. Other reason may be, for example, the employee's or employer's death.

Technical termination:

The employment contract is terminated in the system, but the employment contract itself does not end. This is used, for example, when the employment relationship continues without interruption with the same employer in another municipality. In technical termination, the reason for the termination of the employment contract is not forwarded to the Incomes Register.

This reason is also used when the employment relationship is terminated without a period of notice.

Period of notice:

The periods of notice under the Employment Contracts Act are determined as follows:

a. The period of notice to be observed by the employer after the continuation of the employment relationship without interruption is

- 1) 14 days if the employment has continued for up to one year
- 2) one month if the employment has continued for more than one but not more than four years
- 3) two months if the employment has continued for more than four but not more than eight years
- 4) four months if the employment has continued for more than eight but not more than 12 years
- 5) six months if the employment has continued for more than 12 years.

b. The period of notice to be observed by the employee after the continuation of the employment relationship without interruption is

- 1) 14 days if the employment has continued for up five years
- 2) one month if the employment has continued for more than five years.

c. The employer and employee can agree on a period of notice, but it cannot exceed six months.

The employer may not dismiss an employee without a proper and weighty reason. The reason for dismissal may not be the employee's illness, unless it causes a significant and permanent impairment in the employee's ability to work. In addition, the employee's pregnancy or opinions (political, religious or other) are not relevant grounds for dismissal.

The members of the Heta Union comply with the periods of notice in accordance with the collective agreement between by the Heta Union and JHL.

Contact information

Return the signed form to payroll either as an email attachment or by paper mail.

Talpa / Personal assistance
P.O. Box 231
00099 CITY OF HELSINKI

talpa.suoratyo@hel.fi
Customer service by telephone +358 9 310 25239
weekdays at 9.00–15.00