



**Inn Cornwall Limited**  
**Company Registration: 7206263**

**VENUE: THE VICTORIA INN – ROCHE**  
**The Victoria Inn, Victoria Road, Roche, St Austell PL26 8LQ**  
**01872 278313 . mark@inncornwall.co.uk .**

**Notice of Termination of Employment**

16.1 The Victoria Inn will give you the following notice in the event the Company is required to terminate your contract:

<b>Service</b>	<b>Notice</b>
Within probationary period and any extensions	2 weeks notice
After completion of probationary period	1 month
Over five years, but less than twelve years continuous service	1 week per complete year served
Twelve years or more continuous service	12 weeks

16.2 It is respectfully requested that staff give management as much notice as possible of their intention to leave the company, due to the nature of the business, and the following minimum applies:

<b>Service</b>	<b>Notice</b>
During probationary period and any extensions	2 weeks
After completion of probationary period	1 month

16.3 Notice to terminate your employment must be in writing and given to your manager.

16.4 The Company may terminate your employment immediately without notice in the circumstances described in the disciplinary procedure, for example, if you are guilty of gross misconduct.

16.5 After notice of termination has been given by either party, provided the employee continues to be paid and enjoys their full contractual benefits, the Company may at its absolute discretion for all or part of the notice period, exclude the employee from any of the premises of the Company, or require the employee to carry out duties other than those specified in their job description.

- 16.6 If you resign without giving the proper period of notice, or leave without permission during your notice period, the Company shall be entitled as a result of your agreement to the terms of this Agreement to deduct a day's pay for each day not worked during the notice period. The Company may also on termination of your employment deduct any holiday pay for earned and unused days of holiday entitlement in that year. The Company will not deduct a sum in excess of the actual loss suffered by it as a result of your leaving without notice and any sum deducted will be in full and final settlement of the Company's claim for your breach of your Agreement. This deduction may be made from any final payment of salary, which the Company may be due to make to you. The amount to be deducted is a genuine attempt by the Company to assess its loss as a result of your leaving without notice. It is not intended to act as a penalty upon termination.
- 16.7 On termination of employment, staff must return all Company property promptly and outstanding pay due will be retained pending the return of the relevant items.