

Nishnawbe-Aski Legal Services Corporation

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Feb 23, 2024

PRIVATE AND CONFIDENTIAL

Jay Caron
255 Piccadilly Ave
Thunder Bay, ON
P7B 5L3

Dear Jay:

We regret to inform you that your employment with Nishnawbe-Aski Legal Services ("NALSC") has been terminated without cause effective today, February 23, 2024 (the "Termination Date"). The purpose of this letter is to serve as formal notice of that termination and explain your entitlements upon termination.

In accordance with *Ontario's Employment Standards Act, 2000*, the terms of your employment contract and your length of services (less than 1 yr.) NALSC is providing you pay in lieu of notice equivalent to your regular salary for one (1) week beyond the Termination Date. You will continue to accrue vacation pay for the statutory one (1) week termination period.

On the next scheduled payroll after the Termination Date, you will receive your legal entitlements pursuant to the *Employment Standards Act, 2000*, including any outstanding earnings and any outstanding vacation pay earned but not taken.

The above payments are inclusive of, and not in addition to, your entitlements pursuant to the *Employment Standards Act, 2000*, contract and the common law. For clarity, the above payments are subject to the applicable statutory deductions and withholdings.

You are required to contact Carol Buswa at cbuswa@nanlegal.on.ca to arrange the return of all your corporate property in your possession including, but not limited to:

- Cell phone
- Laptop and charger
- All documents, including client files.

All of the above must be returned to The Corporation in good condition.

Mailing Address:

101 Syndicate Ave, Suite 101
Thunder Bay, Ontario
P7B 2V3

Tel: (807) 622-1413
Fax: (807) 622-3024

Email: info@nanlegal.on.ca

Website:
[Http://www.nanlegal.on.ca](http://www.nanlegal.on.ca)



Head Office:

38B Mission Rd.,
Fort William First Nation, ON
P7J 1J4

NALSC will submit your Record of Employment to Service Canada electronically within five (5) calendar days after the end of your final pay period.

Should you need to discuss any further details, please contact Colette Shwetz at cshwetz@nanlegal.on.ca

Jay, despite the employment relationship coming to an end, we remind you that your duty of confidentiality to NALSC and its clients continue to apply, and we expect that you will preserve confidentiality going forward. If you have any questions about what constitutes confidential information, or your obligations in this regard, please contact Human Resources for direction.

We thank you for your service to NALSC and extend out best wishes to you in your future endeavours.

Yours truly,
Nishnawbe-Aski Legal Services Corporation



Colette Shwetz
Director of Human Resources

Cc: Finance Department

Mailing Address:

101 Syndicate North,
Suite 101
Thunder Bay, ON
P7C 3V4

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Head Office:

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