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Termination: Documents to be given to the employee

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When the employee's contract of employment is terminated or when his contract of employment is terminated, the employer shall provide the employee with termination documents. The employer shall make available to the employee in company one **work certificate**, one **balance of any account** and one **France-travail certificate**. When must the employer make these documents available to the employee? We're doing an update on the regulations.

What are the 3 documents that the employer must give the employee at the end of his employment contract? ^

The employer must provide the employee with the following documents, irrespective of the method of termination or termination of the employment contract:

- Work Certificate (<https://www.service-public.gouv.fr/particuliers/vosdroits/F87?lang=en>).
- Balance of all accounts (<https://www.service-public.gouv.fr/particuliers/vosdroits/F86?lang=en>).
- Attestation France travail. (<https://www.service-public.gouv.fr/particuliers/vosdroits/F2867?lang=en>).

Should the employer send the termination documents to the employee? ^

No. The employer **does not have to send** termination documents to the employee.

Termination documents are documents **querable**, i.e. the employer must make them available to the employee in the company.

When should the employer hand over the termination documents to the employee? ^

The employer must make the termination documents available to the employee **upon termination of the employment contract**, that is, at the end of the notice even if the notice is not given.

FYI

Where notice is not given, the employer shall **can** provide termination documents upon actual departure of the company employee.

Who can help me?

Find who can answer your questions in your region

Statute and miscellaneous references ^

Labor Code: Article L1234-19 (<https://www.legifrance.gouv.fr/codes/id/LEGISCTA000006195628?lang=en>)

Work Certificate

Labor Code: Article L1234-20 (<https://www.legifrance.gouv.fr/codes/id/LEGISCTA000006195629?lang=en>)

Balance of all accounts

Labor Code: Articles R1234-5-1 to R1234-12

(https://www.legifrance.gouv.fr/codes/section_lc/LEGITEXT000006072050/LEGISCTA000018483198/?lang=en)

Documents to be submitted by the employer

Labor Code: Article R1238-3 (https://www.legifrance.gouv.fr/codes/article_lc/LEGIARTI000018537474?lang=en)

Penal provisions

Online services and forms



Receipt for balance of any account (<https://www.service-public.gouv.fr/particuliers/vosdroits/R58643?lang=en>)

Document template

France Travail (formerly Pôle emploi): online services for employers (employer attestations, etc.)

(<https://www.service-public.gouv.fr/particuliers/vosdroits/R14578?lang=en>)

Online service

Template for work certificate (<https://www.service-public.gouv.fr/particuliers/vosdroits/R49377?lang=en>)

Document template

Letter Template - Termination Documents Claim Letter

(<https://www.service-public.gouv.fr/particuliers/vosdroits/R66700?lang=en>)

Document template

Additional topics



Documents given to employees when the employment contract is terminated

(<https://travail-emploi.gouv.fr/les-documents-remis-aux-salaries-lors-de-la-rupture-du-contrat-de-travail?lang=en>)

Ministry of Labor