### Termination of Employment Letter

*<Insert Company Details>*

*<insert date>*

*<insert employees name & address>*

*Dear <insert employee name>*

**RE: Termination of the employment arrangement**

I am writing to you in regard to the termination of your employment with *<insert business name>.* I refer to our meeting held on *<insert date, preferably on same day or in the same meeting>* which was attended by you, *<insert name and title of persons in attendance including support person>.* During this meeting we discussed *<detailed reasons for termination e.g. list the breaches of a policy or procedure, serious misconduct, inappropriate behaviour, failing to improve performance etc.>.*

We consider these actions to constitute *<insert description such as misconduct, failure to improve performance to the standard required in this position, bullying and harassment, a breach of a policy>* warranting *(summary)* dismissal.

In these circumstances we consider *(choose applicable)*

1. *your continued employment during a notice period would be unreasonable. You will be paid any accrued entitlements and outstanding remuneration including superannuation up to and including the date of this letter.*
2. *continuation to your employment during a notice period would be unreasonable and you will be paid in lieu of a notice period. You will be paid any accrued entitlements and outstanding remuneration including superannuation on the final day of the notice period.*
3. *your employment will be finalised on <insert date with no. of weeks’ notice period>. You will be paid any accrued entitlements and outstanding remuneration including superannuation on the final day of your employment.*

You may seek information about minimum terms and conditions of employment from the Fair Work Ombudsman – [www.fairwork.gov.au](http://www.fairwork.gov.au).

We wish you the best in your future employment.

Yours sincerely

*<insert name and title of signature, e.g. Director>*