

PLEASE NOTE:

Parts of this Sample Template have been redacted (i.e 'blacked out') to protect our intellectual property.

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SAMPLE

DATE

Dear _____,

RE: TERMINATION OF EMPLOYMENT

We wish to advise you that [insert organisation name] hereby gives you notice that your employment will be terminated.

The reasons for the termination of your employment relate to serious misconduct, and are as follows:

[List reasons]

We note that you have [REDACTED]. We confirm that, despite [REDACTED], we have nevertheless decided that your [REDACTED] and that we have [REDACTED] to terminate your employment immediately.

Under the *Fair Work Act 2009*, we are [REDACTED] notice of termination. Given this, you will not be required to return to work. Your accrued annual leave entitlements (if any) will be paid to you upon termination.

We remind you of your continuing obligations to [REDACTED] to [insert organisation name] and its clients / customers.

Please return any and all equipment not belonging to you to your Manager.

We thank you for your time with [insert organisation name] and wish you the best for the future.

Yours sincerely,