

Termination Letter

[Business Name]

[Insert date here]

[Type employee name here]

[Type address here]

[Address line 2]

Dear [Type first name here],

Re: TERMINATION OF EMPLOYMENT

On behalf of the [insert *name of company*], I hereby advise that your employment is terminated [*choose one – with 1–5 weeks' notice in accordance with the notice provisions of the NES OR effective immediately*] for [*insert primary reason for termination, eg, failure to satisfactorily perform your duties as a [insert job title here], OR misconduct if any.*]

This notification was verbally made to you at a meeting that was held at the company [*insert 'today' or date*]. [*Optional - In attendance at the meeting was your support person [insert name or representative], and on behalf of the company [insert name or representative].*]

The reasons for your termination of employment include:

1. [*state the first reason here*]
2. [*state the second reason here*]
3. [*state the third reason here*]
4. [*Others.*]

Your termination is effective [insert date]. [*Optional – In the case of dismissal with notice – We confirm that the Company does not require you to work out your notice period and accordingly you will be paid in lieu of notice*]

I have enclosed a statement of service. An official employment separation certificate submitted to _____ has also been enclosed with this correspondence. All statutory and employee entitlements shall be paid into your nominated bank account no later than [*insert date here*].

Yours sincerely,

[Insert name here]

[Insert title of manager here]