Date: [Enter Date]

[Full Name of Employee]

[Address of Employee]

Dear [First Name of Employee],

**RE: TERMINATION OF EMPLOYMENT**

The purpose of this letter is to confirm the outcome of the investigations into [specify conduct].

We are now satisfied that you have committed a significant and substantial breach of your obligations to the company, and have decided to terminate your employment **Option1 -** withimmediate effect. **Option 2** - in accordance with clause [insert] of your employment contract. [Employer’s name] now notifies you that your employment is terminated effective on [insert termination date].

Details of your termination entitlements, including superannuation details, will be forwarded to you shortly.

You are requested to immediately return all Company assets by [enter a date], including:

* [Example - Door keys, Mobile telephone, Laptop]

[Employer’s name] expects that you will comply with all post-termination obligations set out in your employment contract, including your obligations to return [Employer’s name] property and [specify other, for example: protect its confidential information].

If you would like a "statement of service" with regard to your employment with us, we would be more than happy to provide you with one and will assist you in any way possible.

Regards

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Name]  
[Position Title]

Acknowledgement of receipt by the employee:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature