**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]