[Insert organisation name/logo]

# EMPLOYEE TERMINATION LETTER

***🖌Note\****

*This document is adapted from* [*www.fairwork.gov.au*](http://www.fairwork.gov.au)*. Please note that this letter is only a template and it is recommended that it is carefully reviewed to include or delete termination rationale relevant to individual situations. For more information on employee’s warnings, unsuccessful probation, termination for serious misconduct and redundancy letters refer to the Fairwork Managing and Ending Employment Templates Resource.*

[*http://www.fairwork.gov.au/resources/templates/Pages/Managing-and-ending-employment.aspx*](http://www.fairwork.gov.au/resources/templates/Pages/Managing-and-ending-employment.aspx)

*\*Please delete note before finalising this document and print on your business letterhead.*

**Private and confidential**

**[Insert date]**

Dear **[insert employee’s full name],**

**[Insert employee’s residential address]**

Dear **[insert employee name],**

**Termination of your employment**

I am writing to you about the termination of your employment with **[insert organisation name]**

On **[insert date]** you met with **[insert name meeting participants].** In that meeting, you were advised that **[insert advice given to employee regarding improvement of performance or conduct, for example any deadlines for improvement, new targets set, etc].** You were issued with a formal first warning letter on **[insert date].**

On **[insert date]** you had a second meeting with **[insert names meeting participants]** and you were advised that your **[performance/conduct]** had not improved to the level required. You were issued with a second warning letter on **[insert date].**

You also attended a meeting with **[insert names meeting participants]** on **[insert date].** In that meeting you were issued with a final warning letter. This letter indicated that your employment may be terminated if your [performance/conduct] did not improve by [insert date].

**[Insert organisation name]** considers that your **[performance/conduct]** is still unsatisfactory and have decided to terminate your employment for the following reasons:

* **[Insert reasons relating to performance or conduct]**
* **[Insert reasons relating to performance or conduct]**
* **[Insert reasons relating to performance or conduct]**

***🖌Note\****

*Use the following paragraph if your organisation want the person to work his/her notice period.*

*\*Please delete note before finalising this document.*

Based on your length of service, your notice period is **[insert number of weeks]** weeks. Therefore your employment will end on **[insert future date to cover all of the weeks you need to give notice].**

***🖌Note\****

*Use the following paragraph if your organisation want the person to be paid in lieu of notice.*

*\*Please delete note before finalising this document.*

Your employment will end immediately. Based on your length of service, your notice period is **[insert number of weeks]** weeks. In lieu of receiving that notice, you will be paid the sum of $**[insert amount].**

You will also be paid your accrued entitlements and outstanding remuneration, including superannuation, up to and including your last day of employment.

You may seek information about minimum terms and conditions of employment from the Fair Work Ombudsman. If you wish to contact them you can call 13 13 94 or visit their website at [www.fairwork.gov.au](http://www.fairwork.gov.au).

Yours sincerely,

**[Insert CEO/Manager signature]**

**[Insert CEO/Manager name]**

**[Chief Executive Officer/Manager]**