Date

**Company Name**

ABN 00000000000

ADDRESS

SUBURB, STATE, POSTCODE

Phone: 1300 123 456

**Private & Confidential**

Employee Name

Address

Suburb, state, postcode

Dear “employee name”,

Termination of Employment

The purpose of this letter is to advise you of the company name’s decision to terminate your employment on account of serious misconduct.

Your recent actions, specifically, repeatedly breaches of company name policies breached, demonstrate wilful and deliberate behaviour inconsistent with the continuation of the employment contract.

For completeness, I have outlined below the series of events that have led to the decision to terminate your employment:

* Reason 1
* Reason 2
* Reason 3

We consider that your actions constitute serious misconduct warranting summary dismissal. Your termination will therefore take effective from today, Date and your employment finalised forthwith. Any outstanding wages and leave entitlements (if you have an entitlement remaining) will be paid out to you in the next pay cycle.

Please return to the company name all property belonging to the company in your possession, custody or control, including, but not limited to any property mentioned above, intellectual property, mobile telephones, vehicles, computers, keys, data storage devices, cards, documents, diaries, records and papers, reports, working papers, training manuals, equipment, computer information and programs and all copies of such items.

If you have any questions regarding the above, please do not hesitate to reach out.

Yours sincerely,

**Name  
Position  
Company Name**