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

I refer to my letter to you dated Date and the subsequent workplace meeting of date.  At this meeting the concerns regarding your failure to meet the conditions of your Performance Improvement Plan were discussed. You were given a further opportunity to respond, provide any mitigating circumstances for consideration and show cause why company name should not take further disciplinary action, up to termination of employment.

After careful consideration of all the information available, including prior formal meetings, a First & Final Warning and your responses to these matters, we believe that you have failed to provide a reasonable explanation or mitigating circumstances in these matters.

We now advise that your employment with company name is terminated effective date.

In accordance with the terms of your employment and/or the NES, you will be paid prescribed amount weeks wages in lieu of notice. Further, you will be paid any outstanding entitlements up to and including the date of this letter.

We remind you of your obligations regarding confidentiality and the requirement that you not divulge to another person, firm or company, any information relating to company name, its employees or its clients, or any of the commercial, including financial, information of the company name which you may have acquired in the course of your employment. Further, please refer back to your engagement contract to ensure you continue are aware of your post-employment restraints.

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.

We wish all the best for the future.

Yours sincerely,

**Name  
Position  
Company Name**