[insert date]

**Private and Confidential**

[Employee Name]

[Employee Address]

Dear [insert first name]

**Termination of your employment with [insert Operator name]**

Further to our conversation today, this letter is to confirm that [insert operator name] has determined not to continue with your employment for reasons of [poor performance / misconduct] and your employment will be separated [on X weeks’ notice / summarily] effective [insert when – eg. immediately with notice paid in lieu / at the expiration of the notice period if working the notice / today if summary dismissal].

Having discussed the reasons with you, we are satisfied that you have had an opportunity to respond, however your replies are insufficient to restore the necessary trust and confidence in you as an employee any longer. Having also considered all the circumstances and potential alternate outcomes, we have concluded that termination of employment is the only appropriate outcome.

[THE NEXT TWO PARAGRAPHS RELATE POST EMPLOYMENT OBLIGATIONS. IF YOU HAVE A WRITTEN EMPLOYMENT AGREEMENT IN PLACE THAT REFERS TO THE EMPLOYEES POST EMPLOYMENT OBLIGATION TO MAINTAIN CONFIDENCES OR RETURN PROPERTY ETC, YOU COULD SPECIFY THE ACTUAL CLAUSES WITHIN THE RELEVANT PARAGRAPH.

I take this opportunity to remind you that your obligations with respect to [insert operator]’s confidential information continue despite the end of your employment with us.]

Further, all property belonging to [insert operator name], including keys, documents and uniform [also insert anything else], must be returned to us. [insert arrangements for return of property including date of return – eg. courtier or returned to office personally etc.]

Final payments will be made to you to your nominated back account [If paying notice in lieu – final payments must be made on the same day / if only paying accrued entitlements – within the next 14 days as per the usual payroll cycle].

We wish you well in your future endeavours.

Yours sincerely

[insert sign off]