

<Date>

Business Name
Business Address Line 1
Business Address Line 2

<Employee Name>
<Employee Address Line 1>
<Employee Address Line 2>

Dear <Employee>,

RE: TERMINATION OF EMPLOYMENT

You have recently been advised that <business name> has very serious concerns about your performance.

On <date> you attended our office and met with myself and <company witness name>, to respond to these concerns. It was noted at the meeting that <employee's witness name>, was present at the meeting as your support person.

Following careful consideration of the issue and your responses, we have formed the view that your:

- <performance concern>

Is unacceptable. Upon consideration of your response, we have formed the view that you have breached the terms and conditions of your employment, as specified in your employment contract, and our policies and procedures.

Additionally, we note that you have received formal disciplinary warnings:

- First Written Warning issued on <date> for <reason>
- Second Written Warning issued on <date> for <reason>. And,
- a Final Warning issued on <date> for <reason>

You were previously advised that a failure to comply with the instructions contained in the warning, particularly in relation to employee conduct, could result (subject to investigation and your response) in the termination of your employment.

The purpose of this letter is to advise you that the <business name> has formed the view that you are unable or unwilling to meet the acceptable standards of performance for your role. Accordingly, the <company name> has decided to **terminate your employment** with effect from <date>, with <number of weeks notice given> weeks to be paid in lieu of notice in accordance with the terms and conditions of your contract of employment.

Prior to the processing of your final pay (if applicable), we ask that you return all <business name> property in your possession, including, but not limited to, confidential information, uniforms, pass cards, keys, etc.

An End of Year Payment Summary for the 2012-13 financial year will be forwarded to your home address in July 2013. We ask you to advise us in writing if your postal address changes prior to this being issued.

Please contact us at your convenience if you wish to discuss the matter further.

Yours sincerely

<Manager Name>

<Manager Position Title>