

Date

<Employee Name>  
Physical Address or email address  
Address

### Strictly Private and Confidential

Dear <Employee Name>,

#### Re: Termination of Employment

You were invited to attend a disciplinary meeting on <insert date of meeting> to discuss an allegation of <Serious misconduct or misconduct>. The specific allegation that was put to you at the meeting was:

- <insert allegation – copy from the disciplinary meeting invitation>

You were informed of the meeting in writing and you were encouraged to bring a support person. You were advised that at the meeting you would be given every opportunity to provide us with your explanations in response to the allegation and any other information you'd like us to consider before coming to a decision.

In attendance at the meeting was <insert who attended the meeting from employer and employee>. If employee did not have representation or support person at the meeting insert – At the meeting, you had waived your right for representation.

You were advised in the meeting invitation letter, that if the allegations were substantiated it may constitute misconduct, thereby it may be a breach of <your employment agreement or our Code of Conduct> under section:

<insert clause – copy from the disciplinary meeting invitation>

In coming to a decision, the company has taken your response into consideration:

- <insert the employee response at the disciplinary meeting>

<Employee Name>, you have been counselled on this matter previously, resulting in you being issued with a written warning on <insert date> and a final written warning on <insert date>. In these warnings, we stipulated that any similar misconduct may result in further disciplinary action, which could result in termination of your employment.

Therefore, after careful consideration of the facts, your explanation, and all the information, the company has decided to terminate your employment. You have continued with this unacceptable <behavior/action> despite our discussions and attempts to resolve the issue.

The company believes that the allegations have been substantiated and you have breached <your employment agreement or the code of conduct>.

Insert Company  
Logo

Your termination of employment will be effective from <insert date>. We will not be requiring you to work until this effective date, however you will be paid your normal salary/wage until this date.

We request that you return all company property in your possession. Your final pay including any outstanding wages owed, annual leave and entitlements will be processed accordingly.

Yours sincerely

Manager  
Manager Title  
Company

cc: anyone from the organisation that you are sending this letter to