

# EMPLOYEE TERMINATION LETTER

Employer:

Employee:

---

## **Letter Purpose:**

This letter serves as formal notice of termination of your employment with the Company. Please consider this communication as the official documentation of the end of your employment relationship.

## **Termination Details:**

The termination is effective immediately and is based on the following grounds:

- Unsatisfactory performance despite prior warnings and support.
- Breach of Company policies and procedures.
- Redundancy due to organizational restructuring.
- Misconduct as defined under Australian Fair Work Act 2009.
- Any other lawful reason as communicated during the employment period.

## **Final Payments and Entitlements:**

Your final payment will include all accrued entitlements, including but not limited to:

- Outstanding salary up to the termination date.
- Payment for accrued but untaken annual leave and long service leave where applicable.
- Any approved reimbursements or bonuses earned and payable.
- Superannuation contributions for the final payout period.
- Other statutory entitlements as per Australian employment law.

## **Return of Company Property:**

Please ensure that all Company property including keys, identification cards, electronic devices, documents, and any other materials in your possession are returned by the termination date or immediately upon receipt of this letter.

## **Confidentiality and Post-Employment Obligations:**

You are reminded that your obligations concerning confidentiality, intellectual property, and non-disclosure as set out in your employment contract and by applicable Australian law remain in force beyond the termination of your employment.

## **Support and Assistance:**

Should you require any assistance or further information regarding this termination or your entitlements, please contact the Human Resources department.

## **Acknowledgment:**

Please sign below to acknowledge receipt of this termination letter and understanding of its contents.

**Employer Signature**

**Employee Signature**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

affirms that all termination procedures and entitlements comply with applicable legal requirements.

Original source of this document:

<https://templatesdocs-au.com/employee-termination-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://templatesdocs-au.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.