

SEPARATION LETTER

Employee Name: _____ Position: _____

Employer Name: _____

Work Location: _____

Separation Details:

This letter serves as formal notification that your employment with the Company is terminated effective immediately. This separation is in accordance with the terms and conditions outlined under Australian employment law. Please consider this letter as a final communication concerning your employment relationship with the Company.

Final Pay and Benefits:

You will receive all outstanding entitlements including salary, accrued annual leave, long service leave, redundancy pay (if applicable), and any other benefits due under applicable Australian workplace laws and our Company policies. The final payment will be made no later than the next scheduled pay date.

Return of Company Property:

You are required to return all Company property including but not limited to keys, security cards, electronic devices, documents, and any other materials belonging to the Company by your final day of employment.

Confidentiality and Non-Disclosure:

You acknowledge that your obligations relating to confidentiality, non-disclosure, and intellectual property, as set out in any agreements signed during your employment, continue beyond the termination of your employment.

Post-Employment Restrictions:

If applicable, you shall comply with any post-employment restrictions including non-compete, non-solicitation, and non-dealing clauses as stipulated under Australian law and your employment contract.

Release and Indemnity:

By accepting this Separation Letter, you release the Company, its directors, officers, employees, and agents from any claims, demands, or liabilities arising out of your employment or its termination, to the extent permitted by law.

Governing Law and Jurisdiction:

This Separation Letter and any dispute or claim arising out of or in connection with it shall be governed by and construed in accordance with the laws of the Commonwealth of Australia and the applicable state or territory laws. The parties submit to the exclusive jurisdiction of the courts of the relevant state or territory.

Acknowledgment:

Please sign below to acknowledge receipt and acceptance of the terms contained in this Separation Letter.

EMPLOYEE SIGNATURE

EMPLOYER REPRESENTATIVE

Signature: _____
Name: _____
Date: _____

Signature: _____
Name: _____
Date: _____

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