[Date]

[Employee First Name] [Employee Surname]

[Employee Address]

## Confirmation of Termination of Your Employment

Dear [Employee First Name],

This letter is to confirm that your employment has been terminated with immediate effect for reason of serious misconduct as discussed in our meeting on [Termination Meeting Date].

As you know, [Company Name] has investigated [Investigation Summary].

You were subsequently provided with details of the allegations and provided with the opportunity to respond to these allegations. The allegations were as follows:

* [Allegations]

[Company Name] has carefully evaluated and considered the material presented during the investigation, and your response, and has come to the conclusion that you did:

* [Conclusion]

We met with you on [Conclusion Meeting Date] to notify you of the outcome of our investigation, and to provide you with an opportunity to put forward any reasons why [Company Name] should not terminate your employment.

[Company Name] does not tolerate [Conduct Not Tolerated Summary]. We have taken into account all of the available information, including your responses. Your conduct constitutes a serious breach of [Terms Breached Details]. Accordingly, [Company Name] considers your actions constitute serious misconduct warranting summary dismissal.

Attached is a statement of your entitlements on termination.

You are required to return all Company property in your possession or control to [Insert Position (e.g. CEO/Director/Owner)] immediately.

[Salutations for goodbye],

[Company Name]

[Letter Signatory Name]

[Letter Signatory Position]

# SCHEDULE OF ENTITLEMENTS

|  |  |
| --- | --- |
| Description | Gross Amounts |
|  TOTAL  |  $ [Insert total sum of entitlements]  |