Date

Employee Name

Address

Address

**Termination of employment**

**Serious and Wilful Misconduct**

Dear Employee Name

This letter is to advise you that as a result of our meeting held on [date], over concerns of serious and wilful misconduct by you, we have now considered your response and concluded our investigation.

On the basis of all information available to us we have concluded that on the balance of probabilities you have engaged in serious and wilful misconduct and the outcome has left us no choice but to terminate your employment with us effective immediately.

**Reason for termination:**

*Write in here a summary of what led to the decision to terminate.*

Such conduct in our view amounts to serious and wilful misconduct and your employment has been terminated immediately effective immediately. No notice is payable in these circumstances.

Your outstanding pay and all entitlements will be paid into your bank account within 7 days.

Thank you for your service and we wish you well in your future endeavours.

Yours faithfully

**Managers Name**

Position