Date

Employee Name

Address

Address

**Termination of Employment**

**Minimum Employment Period**

Dear Employee Name

Further to our meeting on DATE, this letter is to confirm the termination of your employment as a POSITION with COMPANY NAME effective DATE.

**Reason for termination:**

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

We confirm as per the *Fair Work Act 2009* your minimum employment period was for a period of 6 or 12 months from the date of your employment.

You were employed since DATE and in accordance with the National Employment Standards/ Employment Contract/ Award / Enterprise Agreement; we are required to provide you with one weeks’ notice. We will provide you with one weeks’ pay in lieu of the notice.

Your outstanding pay and all entitlements will be forwarded to you/paid into your bank account on DATE.

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

Yours faithfully

**Managers Name**

Position