

Termination of Employment

Employment Termination Letter

Template Version 1.0 | June 2026

PRIVATE AND CONFIDENTIAL

Date:

Reference Number:

To:

Employee Name:

Position:

Department:

Employee Address:

Subject: Termination of Employment

Dear [Employee Name],

Type of Termination

This letter confirms the termination of your employment with [Company Name] as follows:

- ☐ Termination with notice
- ☐ Termination with payment in lieu of notice
- ☐ Summary dismissal (serious misconduct)
- ☐ Redundancy
- ☐ End of fixed-term contract
- ☐ End of casual engagement
- ☐ Probation period termination

Reason for Termination

Your employment is being terminated for the following reason(s):

- ☐ Performance - failure to meet required standards following performance management
- ☐ Misconduct - breach of company policy or employment conditions
- ☐ Serious misconduct - warranting summary dismissal
- ☐ Redundancy - your position is no longer required
- ☐ Expiry of fixed-term contract
- ☐ Other:

Details of reason for termination:

Termination Details

Employment start date:

Last day of employment:

Notice period:

Notice arrangements:

- ☐ Employee to work notice period
- ☐ Employee on garden leave during notice
- ☐ Payment in lieu of notice
- ☐ No notice required (summary dismissal / casual / probation)

Final Pay and Entitlements

Your final pay will include:

- ☐ Wages/salary up to and including last day of employment
- ☐ Payment in lieu of notice (if applicable)
- ☐ Accrued annual leave entitlement
- ☐ Annual leave loading (if applicable)

- ☐ Accrued long service leave (if applicable)
- ☐ Pro-rata long service leave (if applicable and entitled)
- ☐ Redundancy pay (if applicable)
- ☐ Other:

Estimated final pay amount (gross):

Final pay date:

A detailed breakdown of your final pay will be provided with your final payslip. Any amounts owed to the company may be deducted from your final pay in accordance with your employment agreement and applicable legislation.

Superannuation

Your final superannuation contribution will be made to your nominated superannuation fund. Details will be provided on your final payslip.

Return of Company Property

Please return the following company property by your last day of employment:

- ☐ Access cards / keys / fobs
- ☐ Laptop / computer
- ☐ Mobile phone
- ☐ Company vehicle
- ☐ Uniform / PPE
- ☐ Documents / files
- ☐ Credit cards
- ☐ Other equipment:

Property to be returned to:

Return by date:

Ongoing Obligations

Please note that the following obligations continue after your employment ends:

- Confidentiality: You must not disclose or misuse any confidential information obtained during your employment.

- Return of property: All company property must be returned by your last day.
- Restraint clauses: Any post-employment restraints in your employment agreement remain in effect.
- Intellectual property: All intellectual property created during your employment belongs to the company.

Certificate of Service / Reference

Certificate of service:

- ☐ A certificate of service will be provided upon request
- ☐ A certificate of service is attached to this letter

Employment reference:

- ☐ References will be provided in accordance with company policy
- ☐ References limited to confirmation of dates and position only

Exit Process

- ☐ Exit interview scheduled

Exit interview date and time:

- ☐ Exit checklist completed
- ☐ IT access to be deactivated on last day

Support Available

The following support is available to you:

- ☐ Employee Assistance Program (EAP) - contact details below
- ☐ Outplacement services (if redundancy)
- ☐ Centrelink information pack

Questions

If you have any questions about this letter or your entitlements, please contact:

HR Contact Name:

Phone:

Email:

We thank you for your contribution to [Company Name] and wish you well for the future.

Yours sincerely,

Name: _____

Position: _____

Signature: _____

Date: _____

Employee Acknowledgement

I acknowledge receipt of this termination letter and understand its contents.

Employee Signature: _____

Date: _____

For HR Use Only

☐ Letter handed to employee

☐ Letter sent by registered post

Date sent/provided:

Filed by:

Disclaimer

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