

EMPLOYMENT SEPARATION LETTER

Employee Name: _____ Employee ID: _____

Position: _____ Department: _____

Manager/Supervisor: _____

Dear [Employee Name],

We regret to inform you that your employment with the Company will be terminated effective immediately according to the terms outlined in this letter. This decision has been made after careful consideration and in compliance with the Fair Work Act 2009 and all relevant Australian workplace laws.

1. Reason for Termination:

The reason(s) for your separation from employment are as follows: [Insert reasons such as redundancy, performance, misconduct, or other lawful reasons]. The Company confirms that this termination is lawful and justified under applicable Australian law.

2. Notice Period and Final Day of Employment:

Your employment will terminate on [last working day]. You have been provided with the required notice period as per your contract and the National Employment Standards (NES). Alternatively, payment in lieu of notice will be provided.

3. Final Pay and Entitlements:

You will receive all wages, accrued annual leave, long service leave (if applicable), and any other entitlements up to and including your final day of employment. Any applicable redundancy pay will be calculated and paid in accordance with the Fair Work Act and your employment agreement.

4. Return of Company Property:

Please ensure that all Company property, including but not limited to laptops, mobile phones, keys, security passes, documents, and any confidential materials, are returned by your final day of employment.

5. Confidentiality and Post-Employment Obligations:

You remain bound by any confidentiality, non-disclosure, and post-employment obligations as outlined in your employment contract and as required by law. You must not disclose confidential information obtained during your employment.

6. Access to Records and References:

You may request a copy of your employment records or a reference letter by contacting the Human Resources

department.

7. Dispute Resolution:

Should you have any concerns or disputes regarding this separation, please contact the Human Resources department. The Company is committed to resolving disputes fairly and in accordance with applicable Australian law.

8. Legal Compliance:

This separation letter complies with the Fair Work Act 2009, the National Employment Standards, and other relevant Australian employment legislation and regulations.

Acknowledgement and Acceptance

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

Employer Representative Name:

Employee Name:

Signature: _____

Signature: _____

Date: _____

Date: _____

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