

TERMINATION OF EMPLOYMENT LETTER

Employer: _____
Employee: _____
Position: _____
Location: _____

Dear Employee,

This letter serves as formal notice of the termination of your employment with the Company. The termination is effective immediately, and all Company property should be returned promptly.

1. Termination Reason

The employment relationship is terminated due to operational requirements/restructuring, which necessitates the reduction of staff. The decision has been made in accordance with the Fair Work Act 2009 and all applicable Australian employment laws.

2. Final Pay and Entitlements

You will receive your final pay including payment for all hours worked, accrued but untaken annual leave, and any other entitlements due under the National Employment Standards and applicable awards or agreements. Superannuation contributions will be made in accordance with statutory requirements.

3. Notice Period and Payment in Lieu

The Company has elected to provide payment in lieu of notice in accordance with the Fair Work Act 2009 and your employment contract. This payment covers the applicable notice period.

4. Return of Company Property

You are required to return all Company property including keys, access cards, equipment, documents, and confidential information on or before your last day of employment.

5. Confidentiality and Post-Employment Obligations

You are reminded of your continuing obligations under your employment contract and the law concerning confidentiality, non-disclosure, and non-solicitation post-termination.

6. Support and Assistance

Should you require assistance or have questions regarding this termination, including entitlements and benefits, please contact the Human Resources department.

7. Final Acknowledgment

Please sign below to acknowledge receipt of this termination letter and your understanding of its contents.

EMPLOYER SIGNATURE

Name: _____

Date: _____

Signature: _____

EMPLOYEE SIGNATURE

Name: _____

Date: _____

Signature: _____

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