

Date

PRIVATE & CONFIDENTIAL

First Name Surname
Street Address
Suburb State Postcode

Dear First Name

RE: TERMINATION OF YOUR EMPLOYMENT

I am writing to you regarding the termination of your employment with **Insert: Company name**.

After numerous informal and formal performance discussions and meetings, you are still not meeting the expectations of your role as **Insert: Position title**. I have regularly provided you with extensive feedback, coaching, support and the opportunity to improve.

On **Insert: Date** we commenced a formal performance process where we discussed issues with your performance, giving you every opportunity to respond and improve. In particular:

Insert: Performance Issue Discussed

You were issued with written warnings, highlighting areas for improvement, as well as communicating to you, "should improvement not occur or be sustained termination of employment may be an outcome."

Your continued unsatisfactory performance has had a significant impact on the business. As such I have no choice but to terminate your employment with immediate effect. Based on your length of service, your notice period is **Insert: Notice Period**. In lieu of receiving that notice, you will be paid the sum of **\$Insert: Termination Amount (Gross)**.

You will also be paid your accrued entitlements and outstanding remuneration, including superannuation, up to and including your last day of employment.

Payment will be made as soon as possible on the condition that all Company property, including Intellectual Property has been return.

Yours Sincerely

Insert: Managers Name

Insert: Managers Title