

Date

PRIVATE & CONFIDENTIAL

First Name Surname
Street Address
Suburb State Postcode

Dear First Name

RE: TERMINATION OF YOUR EMPLOYMENT BY REASON OF SERIOUS MISCONDUCT

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

I refer to our meeting on **Insert: Date** attended by you and **Insert: Attendees names**. During the meeting we discussed **Insert: Misconduct Details**, occurring on **Insert: date/s**.

As discussed during the meeting, your conduct during that incident:

Delete the points not applicable or add others if you believe they warrant summary dismissal.

was wilful or deliberate behaviour by you that is inconsistent with the continuation of your contract of employment.

caused a serious and imminent risk to the health or safety of a person.

caused a serious and imminent risk to the reputation, viability or profitability of the Employer's business in that **Insert details**.

was conduct in the course of your employment engaging in theft, and in the circumstances your continued employment during a notice period would be unreasonable.

was conduct in the course of your employment engaging in fraud, and in the circumstances your continued employment during a notice period would be unreasonable.

was conduct in the course of your employment engaging in assault and in the circumstances your continued employment during a notice period would be unreasonable.

you were intoxicated at work, to the extent that you were so impaired that you were unfit to be entrusted with your employment duties.

you refused to carry out a lawful and reasonable instruction that was consistent with your contract of employment, and in the circumstances your continued employment during a notice period would be unreasonable.

We consider that your actions constitute serious misconduct warranting summary dismissal.

You will be paid any accrued entitlements and outstanding remuneration, including superannuation, up to and including the date of this letter.

Yours Sincerely

Insert: Managers Name