



Termination letter — termination on notice or payment in lieu of notice

Description: This is a precedent letter informing an employee of his or her termination of employment.

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Termination letter — t in

[Date]

[Insert name]

[Insert address]

Dear [insert employee's first name],

Termination of employment

[Alternative 1: Termination on the provis
your contract of employment, [employer's
employment effective on [insert termination
the applicable contract of employment].

[Alternative 2: Termination on the prov
payment in lieu of notice may only be pro
provision for it] [Employer's name] here
effective on [insert date]. In accordance
[employer's name] will provide you with a pa

You will be paid the following:

- your accrued statutory leave entitlement
- your accrued and unpaid income to th

These amounts will be subject to taxation a
amounts will be paid into your bank account
also be paid into your superannuation fund.

[Employer's name] expects that you will co
contract of employment, including your obl
confidential information.

The Company wishes you all the best in you

Yours faithfully,

[insert]

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