

Sample Termination Letter

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01 November 2014

John Smith
1 Smith Lane, Smithville
Sydney, NSW 2000

Dear John

Re: Termination of employment

As you are aware, LawPath Pty Ltd has been dissatisfied with your performance for some time. You were provided with formal written warnings on 1 September 2014 and 15 September 2014. You were also informally counselled about your performance on 1 October 2014 by your sales manager, Joe Bloggs.

It has been made very clear to you that you needed to improve your attendance record. Despite these warnings, the support provided to you and the numerous opportunities you have been given, there has been no improvement in your performance.

In accordance with clause 16.8 of your employment contract, LawPath Pty Ltd now notifies you that your employment is terminated effective on 01 November 2014.

You will be paid:

- your accrued statutory leave entitlements; and
- your accrued and unpaid salary to the date of termination of your employment with LawPath Pty Ltd.

These amounts will be subject to tax, and the final amounts will be paid into your bank account on [date]. Final superannuation payments will also be paid into your superannuation fund.

LawPath Pty Ltd expects that you will comply with all post termination obligations set out in your employment contract, including your obligations to return LawPath Pty Ltd's property and protect its confidential information.

LawPath Pty Ltd wishes you all the best in your future endeavours.

Yours faithfully

Joe Bloggs
Sales Manager
LawPath Pty Ltd