

Print on your business letterhead

Date

**Private and confidential**

Employee's full name  
Employee's residential address

Dear Employee's name

**RE: Termination of employment**

I am writing to you about the termination of your employment with insert company/partnership/sole trader name and the trading name of business.

I refer to our conversation at [insert date and time] and confirm that [insert name of employer] (the Company) wishes to terminate your employment with effect on [insert date].

The reasons for the termination of employment are as follows:

**Detail reasons**

The Company will satisfy you entitlements to notice and unused leave, as well as ensure the requisite superannuation contributions are made.

I remind you of your continuing obligations to keep confidential all information that is confidential to the Company and/or its clients. If you have any queries please contact [details of contact person] or me.

Yours sincerely,

Employee's name

Employee's title