[]

[Name]

[Address]

[Address]

Dear []

Notice of Termination of Employment

This letter is to confirm that your employment with [Company] is terminated, effective today. This follows on from the meeting held earlier today between me, [name of other party] (if relevant) and you.

The reason for your dismissal is that your performance has continued to remain below the standards that we require. This is despite numerous performance management discussions, additional training and supervision.

As you are aware, you were given a final verbal warning on [Date]. You were informed that should your performance not improve to the required levels your employment was at risk.

In light of the above, Company considers that it has no option but to terminate your employment.

In accordance with your employment contract, you are entitled to [X] weeks’ notice of termination. has decided to provide you with pay in lieu of notices as the contract allows. You will receive into your bank account $[x], representing [x] weeks’ pay in lieu of notice, plus your untaken accrued leave entitlement.

Yours sincerely,

[]

[Title]