# Termination Following Warnings

The following letter template should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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[INSERT DATE]

PRIVATE AND CONFIDENTIAL

[NAME]

[STREET ADDRESS]

[SUBURB] [STATE] [POSTCODE]

Dear [NAME],

Confirmation of the termination of your employment

I refer to our meeting on [INSERT DATE] between INSERT ATTENDEES, which was held to discuss matters relating to your UNACCEPTABLE CONDUCT/ UNSATISFACTORY PERFORMANCE (INSERT WHICH ONE IS RELEVANT).

This meeting took place subsequent to our meeting/s held on [INSERT DATE/S] between [INSERT ATTENDEES], which was held to discuss matters relating to your unacceptable conduct/ unsatisfactory performance (INSERT WHICH ONE IS RELEVANT). You were advised at this time that a failure to meet the required standards may result in termination of your employment.

As advised to you in our meeting of [INSERT DATE], your performance/conduct has not met the required standards, which included the following:

**INSERT ISSUES AND PERFORMANCE/CONDUCT DEFICIENCIES**

**INSERT ALL AS RELEVANT**

You were provided with the opportunity to provide your account of the situation, which included the following responses:

**INSERT A SUMMARY OF THE EMPLOYEES RESPONSES**

OR (IN CASES WHERE NO REASONS ARE GIVEN) You were provided with the opportunity to respond to these concerns and you were unable to provide any specific reason for this.

Further to our meeting on [INSERT DATE], I have carefully considered your response to the issues and write to confirm my decision.

I hereby confirm that your employment is terminated on the basis that your PERFORMANCE/CONDUCT HAS NOT MET THE REQUIRED STANDARDS [OR INSERT RELEVANT REASON] effective close of business [INSERT TERMINATION DATE].

Please find attached the details of your final payment, which includes:

All salary up to **[INSERT TERMINATION DATE]**

* All accrued annual **(AND LONG SERVICE IF RELEVANT)** leave entitlements

**[X] WEEKS’ PAY** in lieu of notice (dependant on award/NES scales)

Your final payment will be transferred into your bank account by COB [INSERT DATE].

IF RELEVANT - We take this opportunity to remind you of the obligations and undertakings on your part regarding confidentiality and the return of [INSERT COMPANY NAME] property. Please ensure you return all [INSERT COMPANY NAME] property by [INSERT DATE].

Yours sincerely,

[MANAGER NAME]

[MANAGER TITLE]