

Letter of Termination [Template Only]

[CLUB LETTERHEAD]

[Insert date here]

[Insert name of employee here]
[Insert address here]
[Continue address here]

Dear [Insert first name here],

Re: TERMINATION OF EMPLOYMENT

On behalf of the [insert *name of club*] ('Club'), I hereby advise that your employment is terminated [*choose one* - with 1-5 weeks' notice in accordance with the notice provisions of the NES *OR effective immediately*] for [*insert primary reason for termination, eg, failure to satisfactorily perform your duties as a [insert job title here], OR misconduct.*]

This notification was verbally made to you at a meeting that was held at the club [*insert 'today' or date*]. [*Optional - In attendance at the meeting was your support person [insert name or representative], and on behalf of the Club [insert name or representative]*].

The reasons for your termination of employment include:

1. [*state the first reason here*];
2. [*state the second reason here*];
3. [*state the third reason here*];
4. [*etc.*]

Your termination is effective [insert date]. [*Optional - In the case of dismissal with notice - We confirm that the Club does not require you to work out your notice period and accordingly you will be paid in lieu of notice*]

I have enclosed a statement of service. An official employment separation certificate submitted to Centrelink has also been enclosed with this correspondence. All statutory and employee entitlements shall be paid into your nominated bank account no later than [*insert date here*].

Yours sincerely,

[Insert name here]
[Insert title of manager here]