**Private and confidential**

[addressee]

[address line 1]

[address line 2]

[postcode]

[date]

Dear [employee's name],

Termination of your employment – dismissal without notice

This letter confirms my advice to you that you are dismissed without notice. This means that your employment ends immediately.

In our meeting on [date] you and [name of others at the meeting] attended and we discussed [details of serious misconduct including the date(s) it happened].

As discussed during the meeting, your conduct during that incident:

*Delete the points not applicable or add other if you believe they are serious misconduct warranting dismissal without notice. Seek legal advice if you are unsure if the actions are serious enough to be serious misconduct justifying ending of employment without notice.*

*[some examples of serious misconduct:*

* was wilful or deliberate behaviour by you that is inconsistent with your employment continuing [details]
* caused a serious and imminent risk to the health or safety of a person [details]
* was conduct which was considered to be dishonest (eg theft or fraud), and in the circumstances your continued employment during a notice period would be unreasonable]

You told me that [details of explanation and any other comments to be considered and why these were not agreed to].

I notified you that my preliminary view was that I considered your actions to be serious misconduct justifying your summary dismissal (dismissal without notice and [you did not respond / responded that […]]).

I have taken your feedback into account and have decided that it is appropriate to dismiss you without notice on the basis of your serious misconduct. This letter is formal notice that your employment is terminated as of the date of this letter.

You are required to return all property, including […].

You will be paid any entitlements and outstanding remuneration, including pay, superannuation and holiday pay up to and including the date of this letter.

I would like to remind you that confidential counselling and support is still available to you. [name of provider] is our provider and can be contacted on [phone number].

I wish you well for the future.

If you have any questions about this letter please contact me directly.

Yours sincerely,

[name]

[position]