

# Fair Work Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Re: Termination of Employment

I am writing to inform you that, regrettably, your employment with [Company Name] will be terminated effective [termination date]. This decision has been made after careful consideration and review of your performance and other relevant factors. We understand that this news may come as a surprise, and we want to provide you with the necessary information and support during this transition.

Reason for Termination:

The reason for your termination is [briefly explain the reason for termination, e.g., poor performance, redundancy, violation of company policies, etc.]. Please be assured that this decision was not taken lightly, and we have taken into account your overall tenure with the company and your contributions during your employment.

Final Work Days:

Your last day of employment will be [termination date]. During this period, you are expected to complete any pending tasks and hand over your work-related responsibilities to [name of colleague or supervisor]. We request that you cooperate during this transitional period to ensure a smooth

transfer of duties.

#### Final Pay and Benefits:

You will receive your final paycheck on [date], which will include payment for any accrued but unused vacation days and any other applicable entitlements. You will also be provided with information regarding the continuation of your health insurance coverage under COBRA or any other relevant options.

#### Return of Company Property:

We kindly request that you return all company property, including but not limited to laptops, keys, access cards, and any other materials, on or before your last day of employment.

#### Severance Package (if applicable):

[If a severance package is being offered, include details about the severance pay, continuation of benefits, or any other relevant information.]

#### Employee Exit Process:

As part of the exit process, you will be required to attend an exit interview. This interview is an opportunity for you to share your feedback and experiences during your time with [Company Name]. It will also serve to clarify any outstanding matters.

#### Employee References:

If you require a reference for future employment, we will be willing to provide one. Please reach out to [HR Contact Name] at [HR Contact Email/Phone] for reference requests.

#### Confidentiality:

We remind you of your continuing obligations regarding the protection of confidential and proprietary information, even after your employment has ended.

We understand that this news may be difficult to process, and we encourage you to reach out to [HR Contact Name] if you have any questions or concerns. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]