

6/1/2020

EmployeeFirstName] [EmployeeLastName]

[Suburb] [State] [Postcode]

Dear EmployeeFirstName,

We refer to our meeting with you on MeetingDate.

The purpose of this letter is to confirm the termination of your employment with Human Resources Focus ("HR Focus"), effective today. . [If notice of termination applies] You will be paid notice in lieu of being required to work during that period.

As set out in your contract dated CoEDate, your employment was subject to an initial probationary period of six months. During your probationary period your suitability for the role of EmployeePosition, and performance and progress in the role, was assessed.

HR Focus has therefore decided to terminate your employment during your probationary period. The decision to terminate your employment has been made on the basis that various aspects of your performance and suitability for the role are unsatisfactory. Namely [reasons].

As a consequence of the termination of your employment, you will be paid the following amounts:

- PayInLieuOfNoticeAmount, being 4 weeks' pay in lieu of notice; and
- PayInLieuOfLeaveAmount, being pay in lieu of accrued and untaken leave entitlements.

Please arrange for all company property in your possession, custody or control to be returned to me by PropertyReturnDate.

I take this opportunity to remind you of your continuing confidentiality obligations after the termination of your employment, as set out in your contract.

We thank you for your efforts and wish you the best for the future.

Yours faithfully,

**Human Resources Focus**

**LetterSignatoryName**

**LetterSignatoryPosition**