

6/1/2020

[EmpFirstName] [EmpLastName]

[EmpSuburbTown] [EmpState] [EmpPostCode]

Dear [EmpFirstName],

## Termination of Your Employment

I refer to our meeting on [LastMeetingDate] at which [LastMeetingPersonsPresent] were also present. During this meeting, I indicated that Human Resources Focus ('HR Focus') continued to be concerned with your . In particular, I raised with you the following:

- [LastMeetingMattersRaised]

In response to the above concerns you indicated the following:

- [LastMeetingEmpResponse]

HR Focus has carefully considered your response to the allegations and does not find that your response explains, justifies or excuses your .

There continues to be no substantive improvement in your .

Accordingly, we advise of HR Focus's decision to terminate your employment.

From the date of this letter, HR Focus provides you with [NoticePeriod] actual notice of termination of your employment. Your termination date will be [DateTermination]. On the termination date you will be paid any accrued but untaken annual leave and long service leave entitlements. The payment will be by direct deposit into your bank account by Electronic Funds Transfer.

HR Focus reminds you that despite your contract with HR Focus being terminated as of [DateTermination], you remain under a contractual obligation to refrain from disclosing, to any person or entity, or from otherwise using, confidential information gained during your employment with HR Focus, pursuant to [ConfidentialInfoClause] of your Contract of Employment.

HR Focus reminds you that despite your contract with HR Focus being terminated as of [DateTermination], you remain bound by your contractual obligations with respect to restraint of trade pursuant to [RestraintofTradeClause] of your Contract of Employment.

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Please return to me by [DateReturnProperty] all HR Focus property and documents in your possession, custody or control].

Please do not hesitate to contact the undersigned on [EmployerRepPhoneNumber] with any queries.

Yours faithfully

Human Resources Focus

[LetterSignatoryName]

[LetterSignatoryPosition]

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