

Ref:

Date:

(Note to Employer - please complete, amend or delete as required. Remember that termination for serious misconduct may result in further action by the terminated employee. It is recommended to check with a labour officer that the process followed has been correct and that the termination letter is satisfactory before giving it to the employee.)

Dear

TERMINATION OF EMPLOYMENT DUE TO SERIOUS MISCONDUCT

We regret to advise you that following our recent meeting where we discussed your misconduct, your services are no longer required with this company.

- **State the serious misconduct.**
- **State procedures followed.**
- **Explain no other course of action is reasonably possible (and other actions that have been taken in the past)**

The final date of your employment is: **(put date/time, even if this is in the past)**

Any wages or other monies due to you will be paid in full (refer to specific arrangements for payment).

[Put in calculations into the letter:

- **all work done**
- **unused annual leave**
- **other benefits**
- **less deductions**

TOTAL]

Yours sincerely

Name, Title

Cc Name of labour officer