Template 21 - Termination of Employment – Serious Misconduct

<<Date>>

<<Employee Name>>

<<Address>>

Dear <<insert employee name>>,

Termination of your Employment

I am writing to you with regards to your employment at <<insert company name>>.

We refer to your meeting on <<insert date>> which was attended by you and <<insert others at meeting>>.

As you are aware, the purpose of that meeting was to discuss and to hear your response on <<Include act of serious misconduct e.g.

* Theft of company and/or another person’s money, property or valuables;
* Endangering the life of staff or passengers;
* Willful damage to vehicles or property;
* Violence towards staff, passengers or the general public; or
* Other criminal offence>>

During our discussion you, you were given the opportunity to respond to the allegations. You advised <<insert employee response>>. You were unable to provide a legitimate justification for your behaviour/conduct.

We have now concluded our investigation into the above allegations and have determined that your conduct amounts to serious misconduct that is inconsistent with the continuation of your employment with this company.

Having duly considered your response to the allegations, I advise that <<company name>> has decided to terminate your employment for serious misconduct.

As your employment is being terminated for serious misconduct you are not entitled to a notice payment. You will be paid any accrued leave balances and outstanding remuneration including superannuation, up to and including the date of this letter.

Please ensure that all <<insert company name>>’s property in your possession is returned to me no later than <<insert date>>.

Yours sincerely,

<<Name and signature of Senior Manager>>