[Date]

**Private and Confidential**

[Insert Employees Full Name]

[Residential Address]

Dear [Insert Name],

**Termination of Employment**

I am writing to you about the termination of your employment with Woodlands [insert campus name].

The next part of this letter sets out an example of best practice performance/conduct procedures prior to termination. It is not prescribed by law. You may not have done all the things in the three paragraphs below so you should delete what is not relevant to your situation.

On [insert date] you met with [insert name of those at the meeting]. In that meeting, you were advised that [insert advice given to employee regarding improvement of performance or conduct, any goals set, any dates set for improvement]. You were issued with a formal [warning/performance improvement plan] letter on [insert date].

On [insert date] you had a second meeting with [insert names of those at the meeting] and you were advised that your [performance/conduct] had not improved to the level required. You were issued with a second [warning/extension of performance improvement plan] letter on [insert date].

You also attended a meeting with <insert name of those at the meeting> on [insert date]. In that meeting you were issued with a final [warning] letter. This letter indicated that your employment may be terminated if your [performance/conduct] did not improve by [insert date].

We consider that your [performance/conduct] is still unsatisfactory and have decided to terminate your employment for the following reasons:

* [Insert reasons relating to performance or conduct]
* [Insert reasons relating to performance or conduct]

Option A - use this option if you want the employee to work their notice period

Based on your length of service, your notice period is [insert number] weeks. Therefore your  
employment will end on [insert future date to cover all of the weeks you need to give notice].

Option B - use this option if you want the employee to be paid in lieu of notice.

Your employment will end immediately. Based on your length of service, your notice period is [insert number] weeks. Payment of your notice and any leave accrued entitlements will be paid directly into your nominated bank account.

We wish you well in your future endeavours.

Kind regards,

[Name]

[Position]

[Contact Details]