**DISMISSAL AFTER FINAL WARNING TEMPLATE LETTER**

Before terminating a staff member there may be factors you have not considered that could result in liability for [TAFE]. Please contact HR for advice and assistance with this process.

**PRIVATE AND CONFIDENTIAL**

Insert date

Name

Street Address

SUBURB STATE P’CODE

Dear Name

**Re: Confirmation of the termination of your employment**

I refer to our meeting on [insert date] between [insert attendees], which was held to discuss matters relating to your unacceptable conduct/ unsatisfactory performance [insert which one is relevant].

This meeting took place after our meeting/s held on [insert date/s] between [insert attendees], which was held to discuss matters relating to your unacceptable conduct/ unsatisfactory performance (insert which one is relevant). You were advised at this time that a failure to meet the required standards may result in the termination of your employment.

As advised to you in our meeting of [insert date], your performance/conduct has not met the required standards, which included the following:

* Insert issues and performance/conduct deficiencies

You were provided with the opportunity to provide your account of the situation, which included the following responses;

* Insert a summary of the employee’s responses

OR (in cases where no reasons are given): You were provided with the opportunity to respond to these concerns and you were unable to provide a suitable explanation.

Following a full consideration of the facts and your response(s) in relation to this matter, you are advised that your employment is terminated because your performance/conduct has not met the required standards [or insert relevant reason] effective close of business [insert termination date].

Please find attached the details of your final payment, which includes:

* All salary up to [insert termination date]
* All accrued annual (and long service if relevant) leave entitlements
* [X] weeks’ pay in lieu of notice (dependant on award/NES scales)

Your final payment will be transferred into your bank account by COB [insert date].

We take this opportunity to remind you of the obligations and undertakings on your part regarding confidentiality and the return of [TAFE]. Please ensure you return all [TAFE] property by insert date.

Yours sincerely

Manager Name

Manager Title