**SUMMARY DISMISSAL 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

Date

Name

Address

Address

Dear Name

**Re: Confirmation of the termination of your employment because of serious misconduct**

I refer to our meeting on [insert date] between [insert attendees], which was held to discuss matters relating to your unacceptable conduct.

At this meeting, 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 any specific reason for this.

You were advised at this meeting we will consider your response and the facts and if found to be proven, this will constitute serious misconduct. This would result in your employment with [TAFE] being terminated summarily (ie “without notice”).

I have carefully considered your response to the issues and facts as investigated and advise that your employment with [TAFE] will conclude immediately.

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

You are not entitled to notice given the gravity of your actions.

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] property by [insert date].

Yours sincerely

Manager, Title