

Date

PRIVATE & CONFIDENTIAL

First Name Surname
Street Address
Suburb State Postcode

Dear First Name

RE: TERMINATION OF YOUR EMPLOYMENT

Your probation period with us at **Insert: Company Name** is due to end on **Insert: Probation End Date**.

We confirm that we have decided not to continue your employment beyond your probationary period. As a result, your employment will end on **Insert: Finish Date**.

We give you one weeks' notice as required by the National Employment Standards and will pay any accrued annual leave upon termination of you employment.

We wish you well in your future endeavours.

Yours Sincerely

Insert: Managers Name

Insert: Managers Title