**Private & Confidential**

Date

Employee Name

Address

Suburb VIC, Postcode

**Delivered: by hand/email/post**

Dear Employee Name,

We confirm your (probationary) employment with Company Name is terminated with immediate effect pursuant to the Probationary Period clause in your employment agreement which commenced on the Date.

We consider that your performance has been unsatisfactory in displaying and performing the inherent requirements of the Job Title, and have decided to terminate your employment for the following reasons:

* Insert reasons
* Insert reasons

We will forward a separation certificate to you by mail and pay to the credit of your nominated bank account all of your accrued entitlements and number of weeks salary in lieu of notice. Employees and employers may seek information about minimum terms and conditions of employment from the Fair Work Ombudsman. If you wish to contact them you can call 13 13 94 or visit their website at www.fairwork.gov.au.

We wish you well in your future endeavours.

Yours sincerely,

Name

Position Title