

Casual termination email

Subject: Notice of Termination

Hi [Employee Name],

We regret to inform you that your employment with [Company Name] will end on [Date]. This decision comes after careful consideration and in line with Fair Work requirements.

Please ensure all company equipment is returned and coordinate with HR for your final paycheck and entitlements.

Thank you for your contributions, and we wish you the best moving forward.

Best regards,

[Your Name]

[Position]

[Company Name]

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