

Termination due to misconduct

Subject: Immediate Termination of Employment

Dear [Employee Name],

After a thorough investigation into recent misconduct, it has been concluded that your actions violate company policies and standards. As a result, your employment with [Company Name] will be terminated effective immediately as permitted under Fair Work regulations.

Please return all company property and complete any necessary exit formalities. Your final pay will include accrued entitlements as per the law.

This action is taken to maintain workplace safety and integrity.

Sincerely,

[Your Name]

[Position]

[Company Name]

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