

Preliminary termination notice

Subject: Preliminary Notice Regarding Employment

Dear [Employee Name],

This letter serves as a preliminary notice that your employment with [Company Name] may be subject to termination due to ongoing performance or conduct issues. We encourage you to address the areas highlighted in prior reviews and provide any supporting information for consideration.

A final decision will be communicated following the review period, in accordance with Fair Work guidelines.

Sincerely,

[Your Name]

[Position]

[Company Name]

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