



Employment Termination Letter



06 October 2016

asd asd
2307 Princes Highway
Heywood Victoria 3304

Dear asd

Letter of termination

I refer to our meeting on 04 October 2016 regarding your employment with ssdasd (Company).

The Company has undertaken an investigation of the misconduct you are alleged to have engaged in and considered your response to those allegations, but the Company is satisfied that you did engage in the misconduct and the Company is hereby giving you notice that your employment will terminate on 05 October 2016.

The Company does not require you to work the notice period and will make a payment to you in lieu of requiring you to work the notice period.

The Company will make the following payments to you:

- i. wages earned to 05 October 2016;
- ii. pay in lieu of notice; and
- iii. accrued leave entitlements.

The Company will make superannuation contributions on the above payments, as required by law.

The Company takes this opportunity to remind you of your continuing obligations to keep confidential all information that is confidential to either the Company or its clients.

Yours sincerely

adasd
asd