

<Date>

Private and confidential

<Insert employee's full name>

<Insert employee's residential address>

Dear <insert name>

Termination of your employment

I am writing to you about the termination of your employment with Charles Sturt Campus Services

I refer to our meeting on <insert date> which was attended by you and <insert name of others at the meeting>. During the meeting we discussed <insert details of serious misconduct>.

This meeting was attended by you and <insert names of people at the meeting> and we spoke about <insert details of the serious misconduct incident, including the date it occurred>.

As discussed during the meeting, your conduct during that incident:

Delete the points not applicable or add others if you believe they warrant summary dismissal. Seek legal advice if you are unsure if the actions warrant termination of employment without notice.

- was wilful or deliberate behaviour by you that is inconsistent with the continuation of your contract of employment.
- caused a serious and imminent risk to the health or safety of a person.
- caused a serious and imminent risk to the reputation, viability or profitability of the Employer's business in that <insert details>.
- was conduct in the course of your employment engaging in theft, and in the circumstances your continued employment during a notice period would be unreasonable.
- was conduct in the course of your employment engaging in fraud, and in the circumstances your continued employment during a notice period would be unreasonable.
- was conduct in the course of your employment engaging in assault and in the circumstances your continued employment during a notice period would be unreasonable.
- you were intoxicated at work, to the extent that you were so impaired that you were unfit to be entrusted with your employment duties.
- you refused to carry out a lawful and reasonable instruction that was consistent with your contract of employment, and in the circumstances your continued employment during a notice period would be unreasonable.

We consider that your actions constitute serious misconduct warranting summary dismissal.

You will be paid any accrued entitlements and outstanding remuneration, including superannuation, up to and including the date of this letter.

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.

Yours sincerely,

<Insert name>

<Insert position>

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS