Outcome and notice of termination letter

Date:

Name:

Address or email:

Dear [first name],

The outcome of consultation

Thank you for meeting with us on [date or dates] about the proposal to [describe the change]. We have thought about what you and [your representative] raised, including [the main points raised].

We have decided that your role of [position] is no longer needed to be done by anyone, because [the business reason]. This means your employment will end because of redundancy.

Before deciding, we looked for other roles you could reasonably move into in [the business and any related businesses]. [Choose one: We did not find one. / We offered you the role of [title] on [date], and you told us you did not want it.]

Your last day

This letter is your written notice that your employment will end on [date].

Your notice

Your notice period is [number] weeks. [Choose one: You will work until your last day. / We will pay you instead of notice, at your full rate of pay for the hours you would have worked in the notice period. / You will work [number] weeks, and we will pay you instead of the remaining [number] weeks.]

Your redundancy pay

[Choose one: You will receive [number] weeks of redundancy pay at your base rate of pay for your ordinary hours, based on [number] years of continuous service. / Redundancy pay under the National Employment Standards does not apply to you because [reason].] [Delete this note before sending: check which of these applies before you send the letter.] [Add any extra amount your award, agreement, contract or policy provides.]

Your final pay

Your final pay will include the following, where they apply:

- wages up to and including your last day
- your unused annual leave, and annual leave loading if you would get it when taking annual leave
- long service leave, under the law or instrument that applies to you
- pay instead of notice, as set out above
- redundancy pay, as set out above

We will pay your final pay on [date]. [Delete this note before sending: check your award or agreement for when final pay is due. The Fair Work Ombudsman says most awards require final pay within 7 days after the last day of employment.]

Documents you can ask for

We will give you a statement of service setting out your dates of employment and the roles you held. If you or Services Australia ask, we will also complete an Employment Separation Certificate for you.

Support while you look for work

[Describe any support you are offering, for example paid time off to look for work, your Employee Assistance Program, or outplacement, and how to start it. Delete this section if you offer none.]

If you have questions about this letter or your final pay, contact [name and role] on [phone] or at [email].

Yours sincerely,

Signed:

Name and role:

General information, not legal advice. Checked on 21 November 2026. Changing Careers, changingcareers.com.au/outplacement/templates