



09/06/2020

Private and confidential

Bill Smith
123 Smith Street Perth WA,6000

Dear Mr Smith

Termination of your employment

I am writing to you about the termination of your employment with Outcare

This is to inform you that your employment with Outcare is terminated effective immediately. Your position has been terminated as a result of your conduct of bullying.

The statutory law does not require a employer to give any notice or pay in lieu of notice when an employee is terminated with cause.

We would kindly request that you immediately return all company property that was obtained during the course of your employment with our company .You are reminded that all policy & procedures and all client lists and any other confidential information are the property of this company.

If you have any questions of concerns about the above, please don't hesitate to contact me.

Yours sincerely,

Manager