

# Termination Letter Guidelines

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With all terminations I strongly suggest that you speak to Fair work or an Industry association like HABA or AHC before you terminate anyone to find out exactly what you need to do pending the circumstances of each employee.

Each employee may have a different notice period that they need to be given and also a different pay out figure pending their working classification.

If you haven't done written warnings you need to change that text to say that they were given a verbal warning. I strongly suggest that if you are wanting to terminate an employee that you cover yourself prior to that termination by buying a little diary to document dates, times and things that were spoken about or have another way to record each conversation. From there you can always give the written warnings but you do have something to back up anything that has been discussed.

When terminating an employee I would advise to have them leave immediately and not re-enter the business. It's worth paying them out any notice period to not have toxicity in your business and not be worried about them stealing clients details or causing any damage to your business. There is a reason you are terminating their employment so don't keep them there any longer than you need to.