

TERMINATION OF CASUAL EMPLOYMENT LETTER

Date

Name

Address

SUBURB State Postcode

Dear [Name],

Your casual employment with us at [Insert Company Name] is due to end on [insert date].

We confirm that we have decided not to continue your casual employment beyond [today / insert date]. As a result, your employment will end on [insert date].

{if the casual employment has been regular and may be deemed to be permanent then you must ensure that the date entered here is at least one week later than the date the letter is provided or that you are paying the person in lieu of receiving the notice.}

In the meantime, we wish you the best with your future career.

Yours sincerely,

[Company Contact]

[Company Title]

[Company Phone]

[Company Email]

When using this template please seek advice from Business Savvy to ensure you comply with the requirements of the *Fair Work Act 2009 (Cth)*.*

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*Additional fees may apply based on your Subscription Level.