**LETTER OF DISMISSAL WITH PAYMENT IN LIEU OF NOTICE**

***[Insert date]***

Dear ***[insert name of employee]***,

**Re: Termination of employment**

I refer to our discussion today and confirm that ***[insert business name]*** (the Company) is terminating your employment with immediate effect because of your failure to satisfactorily improve your work performance in line with the performance improvement plan implemented.

The Company will make a payment in the sum equivalent to ***[insert number of weeks]*** weeks’ pay in lieu of your notice entitlement.

Please return all items belonging to the Company. I remind you of your continuing obligations to the Company, including your obligation not to breach the confidentiality of information imparted to you by the Company on a confidential basis.

Yours sincerely,

***[Insert name and position title]***