

[Mention the name of the sender]

[Mention the address]

[Mention the contact details]

[Mention the date]

To

The

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact details of the recipient]

Subject- Gross misconduct dismissal letter.

Dear,

This letter affirms my recommendation that you be terminated without cause. This indicates that your job will be terminated immediately.

Your actions during that incident, as mentioned during the meeting:

Remove any points that aren't applicable or add new ones if you believe there has been substantial wrongdoing that warrants immediate dismissal. If you're not clear if the activities are significant enough to be considered serious misconduct and warrant dismissal without notice, seek legal assistance.

I informed you that, in my preliminary opinion, your activities constituted serious misbehavior, warranting your removal from office. constituted a substantial and impending threat to a person's health or safety [details]

I've considered your criticism and determined that, due to your substantial wrongdoing, it's acceptable to terminate you without notice. This letter serves as legal notification that your service since the date of issue has come to an end.

All property, including [Mention the property name], must be returned.

Up to and including the date of this letter, you will be paid any outstanding entitlements and remuneration, including pay, superannuation, and holiday pay.

I'd want to remind you that you can still get discreet counseling and support. Our provider is [name of provider] and may be reached at [phone number].

I wish you all the best in the future.

Please contact me anytime if you have any inquiries pertaining to this letter.

Sincerely,

Thank you very much,

From

[Mention the name of the sender]

[Mention the address]

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]