DATE

Private and Confidential

NAME

ADDRESS

SUBURB STATE POSTCODE

Dear NAME

Termination of Employment – Casual Employee

We confirm that we have decided not to continue your employment and as a result, your employment will be terminated effective, INSERT DATE. As per your contract, we are providing you with 1 weeks’ notice with your last shift working with REDIMED being on INSERT DATE.

Prior to the completion of your last shift with REDIMED, all REDIMED property (including phone, iPad, laptops, all chargers, keys, docking stations etc) are required to be returned before your next shift to your direct Manager.

You will also be reimbursed for any outstanding and reasonable fuel, phone or expense claims with accompanying documentation. These monies will be reimbursed within the next fortnight.

As per the Employment Contract you have previously signed, you agree that upon termination of your employment with the Company you shall return to the Company all company property, documents and any other materials constituting or containing Confidential Property or Confidential Information, without limitations, manuals, reports, diagrams, lists of suppliers or customers, correspondence and other written material relating to Confidential Information or Confidential Property and that you will not retain any documents or material or copies of such documents or material.

We would like to thank you for your contribution to the REDIMED team and we wish you well in your future endeavours.

Yours sincerely

**[Name]**

**[position]**

I, NAME acknowledge receipt of this letter:

Name:

Signature: