DDMMYYYY

Private and Confidential

[name]

[address]

Dear [name]

Termination of Employment

Your probation period with us at REDIMED is due to end on INSERT DATE. We confirm that we have decided not to continue your employment beyond your probationary period due to various aspects of conduct and suitability for the role being unsatisfactory. As a result, your employment will end effective immediately, INSERT DATE.

In lieu of notice and as per your contract, we will pay you out 1 weeks’ salary as well as any leave entitlements you have accrued.

As this is a Client Service position and is subject to confidentiality and non-compete clauses, REDIMED requires immediate departure from REDIMED site of business. [**only insert following if applicable:** As a good will gesture and in recognition of your service, REDIMED are offering a further [x] weeks’ salary to be paid out to you. This [x] weeks extra payment is on contingent of all REDIMED property (including phone, iPad, laptops, all chargers, docking stations etc) being returned before close of business on INSERT DATE].

Please see below table for confirmation of the monies, less any sums owing to REDIMED, to be paid out upon your termination:

|  |  |
| --- | --- |
| Amount | Reason |
| {$] | x 1 week notice in lieu with superannuation to be paid |
| [$] if applicable | x [x] weeks’ salary good will gesture |
|  | Outstanding annual leave balance will be calculated, and final sum confirmed by payroll |
| **=$9,158.93** | **Total Amount To Be Paid** |

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.

Furthermore, you hereby agree with the Company that during the Term and for a period of twelve 12 months following the termination of this Agreement that you shall not without the prior written consent of the Company either alone or in association or partnership with or as an employee, agent, director, member, shareholder or trustee: act as consultant or adviser to or canvass or solicit orders, custom or business from any past or present Patient, customer or client of the Company. You acknowledge and accept that the period of twelve 12 months specified in this clause is fair and reasonable. The Company shall be beneficially entitled to any benefit that you may obtain as a result of breaching this Clause.

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]**

**[title]**

I, NAME, acknowledge receipt of this letter:

Name: NAME

Signature:

Date:

I confirm that I have witnessed the attached document being given to the above employee:

Name: NAME

Signature:

Date:

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS