# SUMMARY/INSTANT DISMISSAL LETTER

<insert date>

<insert employee’s name>

<insert employee’s address>

Dear <insert employee’s name>

This letter is to confirm the termination of your employment with <insert name of business> effective as of <insert date and time>.

On <insert date and time> you were observed <insert issues / behaviour etc>.

Having investigated all of the facts and circumstances of this incident and following an interview with you at which time you were given a full opportunity to explain your actions and also taking into account your work history with us we are of the view that you were <insert details>.

Such conduct in our view amounts to serious and wilful misconduct and your employment has been terminated immediately effective as of <insert date>. No notice is payable in these circumstances.

Your outstanding pay and all entitlements will be forwarded to you/paid into your bank account <delete where not applicable> within the <insert reasonable time period>.

Yours faithfully

<insert signature and name of person issuing the letter>