

[Date]

[EmpFirstName] [EmpLastName]

[EmpSuburbTown] [EmpState] [EmpPostCode]

Dear [EmpFirstName],

### **Termination of Your Employment**

I refer to our meeting on [LastMeetingDate] at which [LastMeetingPersonsPresent] were also present. During this meeting, I indicated that Eureka Sustainability ('Eureka Sustainability') continued to be concerned with your . In particular, I raised with you the following:

- [LastMeetingMattersRaised]

In response to the above concerns you indicated the following:

- [LastMeetingEmpResponse]

Eureka Sustainability has carefully considered your response to the allegations and does not find that your response explains, justifies or excuses your .

There continues to be no substantive improvement in your .

Accordingly, we advise of Eureka Sustainability's decision to terminate your employment.

From the date of this letter, Eureka Sustainability provides you with [NoticePeriod] actual notice of termination of your employment. Your termination date will be [DateTermination]. On the termination date you will be paid any accrued but untaken annual leave and long service leave entitlements. The payment will be by direct deposit into your bank account by Electronic Funds Transfer.

Eureka Sustainability reminds you that despite your contract with Eureka Sustainability being terminated as of [DateTermination], you remain under a contractual obligation to refrain from disclosing, to any person or entity, or from otherwise using, confidential information gained during your employment with Eureka Sustainability, pursuant to [ConfidentialInfoClause] of your Contract of Employment.

Eureka Sustainability reminds you that despite your contract with Eureka Sustainability being terminated as of [DateTermination], you remain bound by your contractual

obligations with respect to restraint of trade pursuant to [RestraintofTradeClause] of your Contract of Employment.

Please return to me by [DateReturnProperty] all Eureka Sustainability property and documents in your possession, custody or control].

Please do not hesitate to contact the undersigned on [EmployerRepPhoneNumber] with any queries.

Yours faithfully

Eureka Sustainability

[LetterSignatoryName]

[LetterSignatoryPosition]