[#insert Company letterhead]

[#insert date]

**PRIVATE & CONFIDENTIAL**

[#insert employee’s name]  
[#insert employee’s address]

Dear [#insert employee’s name],

Termination of your Employment – COVID-19

As you are aware, the issues surrounding the coronavirus (COVID-19) pandemic has created unforeseen challenges for the community, including for many businesses.

As you know our business has been affected including as a result of the government directions to close non-essential services and businesses, and to maintain social distancing requirements.

Regretfully as a result of these circumstances outside of our control, redundancies are necessary and unfortunately your role will be made redundant. Unfortunately, the unprecedented situation with COVID-19, and the social distancing measures required, has hindered our ability to undertake consultation with you and staff about these changes.

We have given consideration as to whether there are any other alternative positions presently available across the business, given your skills and experience. Unfortunately, there are none at present and therefore we have no option but to terminate your employment for reasons of redundancy.

**[#insert following paragraph if entitled to redundancy pay]**

We confirm that:

* your employment will cease on [#insert date];
* you will be paid [#insert weeks] weeks’ pay in lieu of notice in accordance with [#insert as applicable - the National Employment Standards/the Enterprise Agreement/your employment contract];
* you will be paid [#insert weeks] weeks’ redundancy in accordance with [#insert as applicable - the National Employment Standards/the Enterprise Agreement/your employment contract];
* you will be paid all outstanding remuneration up to the date of termination; and
* you will be paid all accrued annual leave and long service leave (if any) up to the date of termination.

**[#insert following paragraph if no entitlement to redundancy pay (i.e. less than 1 year service)]**

Under [#insert as applicable - the National Employment Standards/the Enterprise Agreement/your employment contract], we are required to provide you with [#insert] weeks’ notice. We will not require you to work out your notice period, so your employment will cease on [#insert date] and you will be provided with [#insert weeks] weeks’ pay in lieu of notice.

As you have been with the Company for less than a year, you are not entitled to redundancy pay. On termination of your employment you will also be paid outstanding salary and annual leave (if any).

**[#insert following paragraph if business has less than 15 employees, and won’t be providing redundancy pay]**

Under [#insert as applicable - the National Employment Standards/the Enterprise Agreement/your employment contract], we are required to provide you with [#insert weeks] weeks’ notice. We will not require you to work out your notice period, so your employment will cease on [#insert date] and you will be provided with [#insert weeks] weeks’ pay in lieu of notice.

As a small business employer with less than 15 employees, we are not obliged to provide you with redundancy pay. On termination of your employment you will also be paid outstanding salary and leave entitlements (if any).

**[#insert remaining paragraphs in all circumstances]**

Please return any company property in your possession. We ask that these items be returned as soon as possible.

You may also be eligible for Centrelink payments or other government support in these difficult times. If you require any documentation to facilitate this, please let me know. Also please let me know if you would like a statement of service.

We thank you for your service during your employment with the Company. We regret having to make this decision and sincerely wish you well in these challenging times.

Yours sincerely,

[#insert name]

[#insert position]