

Ending employment

An employee can resign or be dismissed (fired).

To dismiss an employee, an employer has to give them written notice (notice) of their last day of work. Employees who are resigning don't need to give notice in writing – they can give it verbally.

How much notice?

An employer has to give a permanent employee the following minimum notice periods:

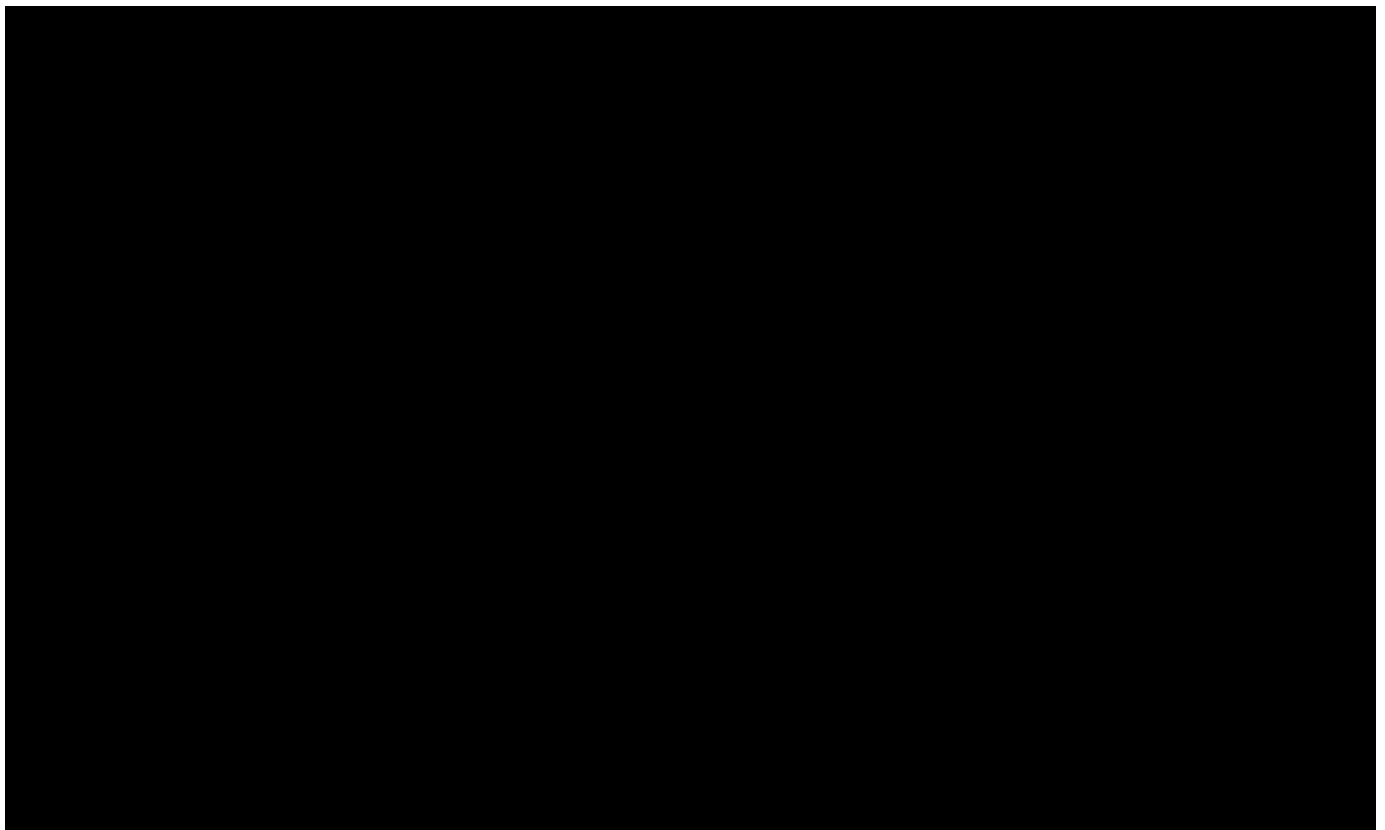
| Length of service | Notice period |
|----------------------------|---------------|
| 1 year or less | 1 week |
| More than 1 year - 3 years | 2 weeks |
| More than 3 years - 5 | 3 weeks |
| More than 5 years | 4 weeks |

An employee gets an extra week of notice if they're over 45 years old and have worked for the employer for at least 2 years.

Employees usually have to provide the same amount of notice to their employer when they want to leave their job. Use our Notice and Redundancy Calculator ([Notice and Redundancy Calculator \(https://calculate.fairwork.gov.au/EndingEmployment\)](https://calculate.fairwork.gov.au/EndingEmployment)) to find information about minimum notice periods.

An employee must not be dismissed for asking questions or making a complaint about their pay or workplace rights.

Watch our short video about ending employment.



What to do next

- Use our Termination of employment letter template / [Termination of employment letter template \(DOCX 37.6KB\) \(www.fair-work.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template.docx.aspx\)](http://www.fair-work.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template.docx.aspx)

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Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

Need language help?

Contact the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

The Fair Work Ombudsman is committed to providing advice that you can rely on. The information contained on this website is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or workplace relations professional. Visitors are warned that this site may inadvertently contain names or pictures of Aboriginal and Torres Strait Islander people who have recently died.