

终止雇佣关系

雇员可以辞职或被解雇（开除）。

如果要解雇一名雇员，雇主必须以书面通知（notice）方式告知雇员最后工作至哪一天。自行辞职的雇员无须书面通知雇主，口头通知即可。

需要提前多长时间通知？

雇主在解雇一名全职雇员前必须提早通知。最短通知期限规定如下：

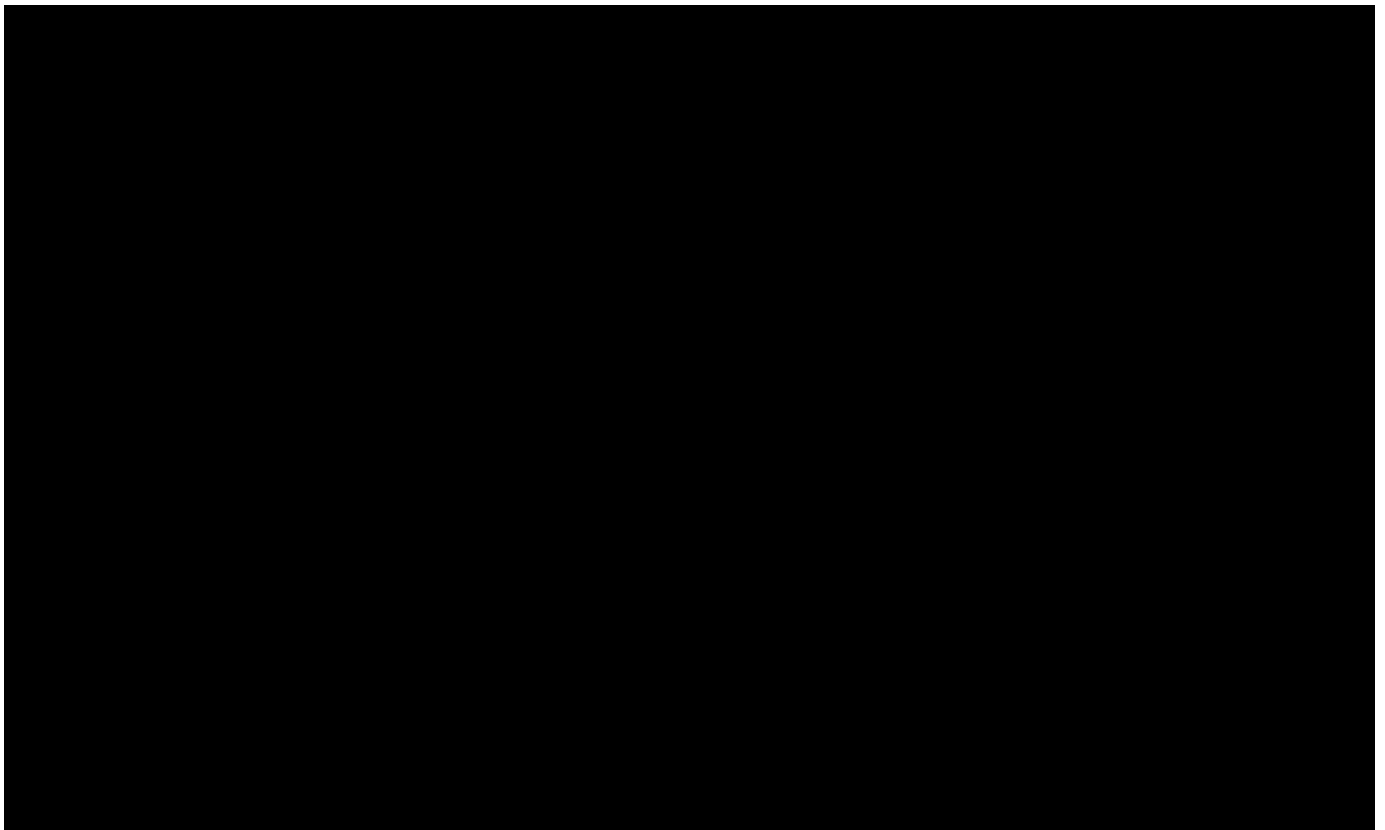
服务年期	通知期限
1年或1年以下	1周
1年以上至3年	2周
3年以上至5年	3周
5年以上	4周

年龄超过45岁并且工作至少满二年的雇员可以多一周的解雇通知期。

一般而言，如果雇员意图离职，也必须提早相同时间通知雇主。你可以使用我们的通知期与裁员计算器（[Notice and Redundancy Calculator \(https://calculate.fairwork.gov.au/EndingEmployment\)](https://calculate.fairwork.gov.au/EndingEmployment)）查询有关最短通知期的信息。

任何一名雇员都不能因为查询或投诉他们的薪资问题或工作场所权利而被解雇。

观看短视频：终止雇佣关系



下一步做什么?

- 使用我们的终止雇佣关系信函范本 ([Termination of employment letter template \(DOCX 37.6KB\)](http://www.fairwork.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template.docx.aspx) (www.fairwork.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.