

## Templates

We have interactive template tools and downloadable templates and letters to help you manage a wide range of workplace obligations. These include employing staff, pay slips and record-keeping, and ending employment.

- [Employing staff](#)
- [Pay slips and record-keeping](#)
- [Hours of work](#)
- [Balancing work and family](#)
- [Managing performance](#)
- [Managing underperformance](#)
- [Ending employment](#)

### Employing staff

Downloadable templates:

- [Job advertisement template \(DOCX 49.4KB\)](http://www.fairwork.gov.au/ArticleDocuments/766/Job-advertisement-template.docx.aspx) ([www.fairwork.gov.au/ArticleDocuments/766/Job-advertisement-template.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Job-advertisement-template.pdf.aspx)) (PDF 292.9KB) ([www.fairwork.gov.au/ArticleDocuments/766/Job-advertisement-template.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Job-advertisement-template.pdf.aspx))
- [Job description template \(DOCX 48.3KB\)](http://www.fairwork.gov.au/ArticleDocuments/766/Job-description-template.docx.aspx) ([www.fairwork.gov.au/ArticleDocuments/766/Job-description-template.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Job-description-template.docx.aspx)) (PDF 216.2KB) ([www.fairwork.gov.au/ArticleDocuments/766/Job-description-template.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Job-description-template.pdf.aspx))
- [Telephone screening form \(DOCX 48.2KB\)](http://www.fairwork.gov.au/ArticleDocuments/766/Telephone-screening-form.docx.aspx) ([www.fairwork.gov.au/ArticleDocuments/766/Telephone-screening-form.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Telephone-screening-form.docx.aspx)) (PDF 295.9KB) ([www.fairwork.gov.au/ArticleDocuments/766/Telephone-screening-form.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Telephone-screening-form.pdf.aspx))
- [Reference checking form \(DOCX 49.9KB\)](http://www.fairwork.gov.au/ArticleDocuments/766/Reference-checking-form.docx.aspx) ([www.fairwork.gov.au/ArticleDocuments/766/Reference-checking-form.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Reference-checking-form.docx.aspx)) (PDF 282.9KB) ([www.fairwork.gov.au/ArticleDocuments/766/Reference-checking-form.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Reference-checking-form.pdf.aspx))
- [Notice to unsuccessful applicants \(DOCX 42.1KB\)](http://www.fairwork.gov.au/ArticleDocuments/766/Notice-to-unsuccessful-applicants.docx.aspx) ([www.fairwork.gov.au/ArticleDocuments/766/Notice-to-unsuccessful-applicants.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Notice-to-unsuccessful-applicants.docx.aspx)) (PDF 193.5KB) ([www.fairwork.gov.au/ArticleDocuments/766/Notice-to-unsuccessful-applicants.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Notice-to-unsuccessful-applicants.pdf.aspx))
- [Starting a new job checklist \(DOCX 48.9KB\)](http://www.fairwork.gov.au/ArticleDocuments/715/Starting-a-New-Job-Checklist.docx.aspx) ([www.fairwork.gov.au/ArticleDocuments/715/Starting-a-New-Job-Checklist.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/715/Starting-a-New-Job-Checklist.docx.aspx)) (PDF 218KB) ([www.fairwork.gov.au/ArticleDocuments/766/Starting-a-New-Job-Checklist.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Starting-a-New-Job-Checklist.pdf.aspx))
- [Induction checklist \(DOCX 46.8KB\)](http://www.fairwork.gov.au/ArticleDocuments/715/Template-induction-checklist.docx.aspx) ([www.fairwork.gov.au/ArticleDocuments/715/Template-induction-checklist.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/715/Template-induction-checklist.docx.aspx)) (PDF 606.8KB) ([www.fairwork.gov.au/ArticleDocuments/766/template-induction-checklist.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/template-induction-checklist.pdf.aspx))

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### Pay slips and record-keeping

Interactive templates:

- [Request for records](http://www.fairwork.gov.au/tools-and-resources/templates/request-for-records) ([www.fairwork.gov.au/tools-and-resources/templates/request-for-records](http://www.fairwork.gov.au/tools-and-resources/templates/request-for-records))

Downloadable templates:

- [Pay slip template \(DOC 53.5KB\)](http://www.fairwork.gov.au/ArticleDocuments/766/Pay-slip-template.doc.aspx) ([www.fairwork.gov.au/ArticleDocuments/766/Pay-slip-template.doc.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Pay-slip-template.doc.aspx)) (PDF 478.8KB) ([www.fairwork.gov.au/ArticleDocuments/766/Pay-slip-template.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Pay-slip-template.pdf.aspx))
- [Weekly time and wage records template \(DOC 95.5KB\)](http://www.fairwork.gov.au/ArticleDocuments/766/Weekly-time-and-wages-record-template.doc.aspx) ([www.fairwork.gov.au/ArticleDocuments/766/Weekly-time-and-wages-record-template.doc.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Weekly-time-and-wages-record-template.doc.aspx)) (PDF 66.5KB) ([www.fairwork.gov.au/ArticleDocuments/766/Weekly-time-and-wages-record-template.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Weekly-time-and-wages-record-template.pdf.aspx))
- [Record of employee details \(DOC 81.5KB\)](http://www.fairwork.gov.au/ArticleDocuments/766/Record-of-employee-details.doc.aspx) ([www.fairwork.gov.au/ArticleDocuments/766/Record-of-employee-details.doc.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Record-of-employee-details.doc.aspx)) (PDF 206.1KB) ([www.fairwork.gov.au/ArticleDocuments/766/Record-of-employee-details.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Record-of-employee-details.pdf.aspx))
- [Staff meeting records template \(DOC 59KB\)](http://www.fairwork.gov.au/ArticleDocuments/766/Staff-meeting-record-template.doc.aspx) ([www.fairwork.gov.au/ArticleDocuments/766/Staff-meeting-record-template.doc.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Staff-meeting-record-template.doc.aspx)) (PDF 410.5KB) ([www.fairwork.gov.au/ArticleDocuments/766/staff-meeting-record-template.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/staff-meeting-record-template.pdf.aspx))

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### Hours of work

Interactive templates:

- [Agreement to take annual leave in advance \(www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/agreement-to-annual-leave-in-advance\)](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/agreement-to-annual-leave-in-advance)
- [Casual conversion \(www.fairwork.gov.au/tools-and-resources/templates/casual-conversion\)](http://www.fairwork.gov.au/tools-and-resources/templates/casual-conversion)
- [Notice of requirement to take annual leave \(www.fairwork.gov.au/tools-and-resources/templates/notice-of-requirement-to-take-annual-leave\)](http://www.fairwork.gov.au/tools-and-resources/templates/notice-of-requirement-to-take-annual-leave)

Downloadable templates:

- [Part-time hours of work agreement or variation \(DOC 91KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Part-time-hours-of-work-agreement-variation.doc.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Part-time-hours-of-work-agreement-variation.doc.aspx) (PDF 356.3KB) ([www.fairwork.gov.au/ArticleDocuments/766/Part-time-hours-of-work-agreement-variation.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Part-time-hours-of-work-agreement-variation.pdf.aspx))
- [Full-time hours of work variation \(DOC 88KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Full-time-hours-of-work-agreement-or-variation-template.doc.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Full-time-hours-of-work-agreement-or-variation-template.doc.aspx) (PDF 215KB) ([www.fairwork.gov.au/ArticleDocuments/766/Full-time-hours-of-work-agreement-or-variation-template.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Full-time-hours-of-work-agreement-or-variation-template.pdf.aspx))
- [Leave application form \(DOC 68KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Leave-application-form.doc.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Leave-application-form.doc.aspx) (PDF 177.9KB) ([www.fairwork.gov.au/ArticleDocuments/766/Leave-application-form.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Leave-application-form.pdf.aspx))
- [Roster template \(DOC 81KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Roster-template.doc.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Roster-template.doc.aspx) (XLSX 26.3KB) ([www.fairwork.gov.au/ArticleDocuments/766/Roster-template.xlsx.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Roster-template.xlsx.aspx))
- [Timesheet template \(DOC 76KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Timesheet-template.doc.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Timesheet-template.doc.aspx) (PDF 213.5KB) ([www.fairwork.gov.au/ArticleDocuments/766/Timesheet-template.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Timesheet-template.pdf.aspx))
- [Notice of requirement to take annual leave for close down \(DOC 113KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Notice-of-requirement-to-take-annual-leave-for-close-down.doc.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Notice-of-requirement-to-take-annual-leave-for-close-down.doc.aspx) (PDF 322KB) ([www.fairwork.gov.au/ArticleDocuments/766/Notice-of-requirement-to-take-annual-leave-for-close-down.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Notice-of-requirement-to-take-annual-leave-for-close-down.pdf.aspx))
- [Direction to take excessive annual leave \(DOCX 51.9KB\) \(www.fairwork.gov.au/ArticleDocuments/766/direction-to-take-excessive-annual-leave.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/direction-to-take-excessive-annual-leave.docx.aspx) (PDF 427.3KB) ([www.fairwork.gov.au/ArticleDocuments/766/direction-to-take-excessive-annual-leave.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/direction-to-take-excessive-annual-leave.pdf.aspx))
- [Agreement to cash out annual leave \(DOCX 25KB\) \(www.fairwork.gov.au/ArticleDocuments/766/agreement-to-cash-out-annual-leave.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/agreement-to-cash-out-annual-leave.docx.aspx) (PDF 27.8KB) ([www.fairwork.gov.au/ArticleDocuments/766/agreement-to-cash-out-annual-leave.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/agreement-to-cash-out-annual-leave.pdf.aspx))
- [Agreement to annual leave in advance \(DOCX 20.6KB\) \(www.fairwork.gov.au/ArticleDocuments/766/agreement-to-annual-leave-in-advance.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/agreement-to-annual-leave-in-advance.docx.aspx) (PDF 349.4KB) ([www.fairwork.gov.au/ArticleDocuments/766/agreement-to-annual-leave-in-advance.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/agreement-to-annual-leave-in-advance.pdf.aspx))

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## Balancing work and family

Downloadable templates:

- [Request for flexible working arrangements \(DOC 67KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Request-for-flexible-working-arrangements-letter-template.doc.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Request-for-flexible-working-arrangements-letter-template.doc.aspx) (PDF 545.6KB) ([www.fairwork.gov.au/ArticleDocuments/766/request-for-flexible-working-arrangements-letter-template.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/request-for-flexible-working-arrangements-letter-template.pdf.aspx))
- [Request for flexible working arrangements - Example letters \(DOC 68.5KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Request-for-flexible-working-arrangements-example-letters.doc.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Request-for-flexible-working-arrangements-example-letters.doc.aspx) (PDF 269.1KB) ([www.fairwork.gov.au/ArticleDocuments/766/request-for-flexible-working-arrangements-example-letters.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/request-for-flexible-working-arrangements-example-letters.pdf.aspx))
- [Response to a request for flexible working arrangements \(DOCX 38.8KB\) \(www.fairwork.gov.au/ArticleDocuments/766/MAR-flexibility-request-response-template.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/MAR-flexibility-request-response-template.docx.aspx) (PDF 201.6KB) ([www.fairwork.gov.au/ArticleDocuments/766/MAR-flexibility-request-response-template.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/MAR-flexibility-request-response-template.pdf.aspx))
- [Parental leave request \(DOCX 48.2KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Parental-leave-request-template.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Parental-leave-request-template.docx.aspx) (PDF 269.1KB) ([www.fairwork.gov.au/ArticleDocuments/766/Parental-leave-request-template.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Parental-leave-request-template.pdf.aspx))
- [Application to vary parental leave - within first 12 months \(DOCX 56.6KB\) \(www.fairwork.gov.au/ArticleDocuments/766/application-to-vary-parental-leave-within-12-months.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/application-to-vary-parental-leave-within-12-months.docx.aspx) (PDF 248KB) ([www.fairwork.gov.au/ArticleDocuments/766/application-to-vary-parental-leave-within-12-months.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/application-to-vary-parental-leave-within-12-months.pdf.aspx))
- [Application to extend parental leave - beyond 12 months \(DOCX 55.1KB\) \(www.fairwork.gov.au/ArticleDocuments/766/application-to-extend-parental-leave-beyond-12-months.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/application-to-extend-parental-leave-beyond-12-months.docx.aspx) (PDF 308.6KB) ([www.fairwork.gov.au/ArticleDocuments/766/application-to-extend-parental-leave-beyond-12-months.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/application-to-extend-parental-leave-beyond-12-months.pdf.aspx))
- [Parental leave extension - approval \(DOC 62.5KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Extension-of-parental-leave-approval-letter-template.doc.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Extension-of-parental-leave-approval-letter-template.doc.aspx) (PDF 354.2KB) ([www.fairwork.gov.au/ArticleDocuments/766/Extension-of-parental-leave-approval-letter-template.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Extension-of-parental-leave-approval-letter-template.pdf.aspx))
- [Parental leave extension - refusal \(DOCX 47.5KB\) \(www.fairwork.gov.au/ArticleDocuments/766/extension-of-parental-leave-refusal-letter-template.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/extension-of-parental-leave-refusal-letter-template.docx.aspx) (PDF 427.3KB) ([www.fairwork.gov.au/ArticleDocuments/766/extension-of-parental-leave-refusal-letter-template.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/extension-of-parental-leave-refusal-letter-template.pdf.aspx))

## Managing performance

Interactive templates:

- [End of probation letter template \(www.fairwork.gov.au/tools-and-resources/templates/end-of-probation\)](http://www.fairwork.gov.au/tools-and-resources/templates/end-of-probation)

Downloadable templates:

- [Setting up a performance system checklist \(DOCX 32.7KB\) \(www.fairwork.gov.au/ArticleDocuments/715/setting-up-a-performance-system-checklist.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/715/setting-up-a-performance-system-checklist.docx.aspx) (PDF 360.3KB) ([www.fairwork.gov.au/ArticleDocuments/766/setting-up-a-performance-system-checklist.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/setting-up-a-performance-system-checklist.pdf.aspx))
- [Performance agreement template \(DOCX 53.4KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Performance-agreement-template.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Performance-agreement-template.docx.aspx) (PDF 308.5KB) ([www.fairwork.gov.au/ArticleDocuments/766/Performance-agreement-template.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Performance-agreement-template.pdf.aspx))
- [Performance review discussion plan \(DOCX 35.4KB\) \(www.fairwork.gov.au/ArticleDocuments/766/performance-review-discussion-plan.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/performance-review-discussion-plan.docx.aspx) (PDF 212.7KB) ([www.fairwork.gov.au/ArticleDocuments/766/performance-review-discussion-plan.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/performance-review-discussion-plan.pdf.aspx))
- [Successful probation letter \(DOC 60KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Successful-probation-letter-template.doc.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Successful-probation-letter-template.doc.aspx) (PDF 126.2KB) ([www.fairwork.gov.au/ArticleDocuments/766/successful-probation-letter-template.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/successful-probation-letter-template.pdf.aspx))
- [Unsuccessful probation letter \(DOC 64KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Unsuccessful-probation-letter-template.doc.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Unsuccessful-probation-letter-template.doc.aspx) (PDF 140.5KB) ([www.fairwork.gov.au/ArticleDocuments/766/unsuccessful-probation-letter-template.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/unsuccessful-probation-letter-template.pdf.aspx))

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## Managing underperformance

Interactive template:

- [Warning letter template \(www.fairwork.gov.au/tools-and-resources/templates/warning-letter\)](http://www.fairwork.gov.au/tools-and-resources/templates/warning-letter)

Downloadable templates:

- [Managing underperformance – initial steps checklist \(DOCX 34.9KB\) \(www.fairwork.gov.au/ArticleDocuments/715/managing-underperformance-initial-steps-checklist.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/715/managing-underperformance-initial-steps-checklist.docx.aspx) (PDF 478.7KB) ([www.fairwork.gov.au/ArticleDocuments/766/managing-underperformance-initial-steps-checklist.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/managing-underperformance-initial-steps-checklist.pdf.aspx))
- [Managing underperformance – formal steps checklist \(DOCX 32.8KB\) \(www.fairwork.gov.au/ArticleDocuments/715/managing-underperformance-formal-steps-checklist.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/715/managing-underperformance-formal-steps-checklist.docx.aspx) (PDF 480KB) ([www.fairwork.gov.au/ArticleDocuments/766/managing-underperformance-formal-steps-checklist.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/managing-underperformance-formal-steps-checklist.pdf.aspx))
- [Performance improvement plan \(DOCX 50KB\) \(www.fairwork.gov.au/ArticleDocuments/766/performance-improvement-plan.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/performance-improvement-plan.docx.aspx) (PDF 312.6KB) ([www.fairwork.gov.au/ArticleDocuments/766/performance-improvement-plan.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/performance-improvement-plan.pdf.aspx))
- [Underperformance meeting plan \(DOCX 46.5KB\) \(www.fairwork.gov.au/ArticleDocuments/766/underperformance-meeting-plan.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/underperformance-meeting-plan.docx.aspx) (PDF 301.5KB) ([www.fairwork.gov.au/ArticleDocuments/766/underperformance-meeting-plan.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/underperformance-meeting-plan.pdf.aspx))
- [First warning letter \(DOCX 46.9KB\) \(www.fairwork.gov.au/ArticleDocuments/766/First-warning-letter-template.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/First-warning-letter-template.docx.aspx) (PDF 212.8KB) ([www.fairwork.gov.au/ArticleDocuments/766/First-warning-letter-template.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/First-warning-letter-template.pdf.aspx))
- [Final warning letter \(DOCX 50.7KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Final-warning-letter-template.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Final-warning-letter-template.docx.aspx) (PDF 301.2KB) ([www.fairwork.gov.au/ArticleDocuments/766/Final-warning-letter-template.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Final-warning-letter-template.pdf.aspx))

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## Ending employment

Interactive templates:

- [Letter of resignation template \(www.fairwork.gov.au/tools-and-resources/templates/letter-of-resignation\)](http://www.fairwork.gov.au/tools-and-resources/templates/letter-of-resignation)

Downloadable templates:

- [Termination of employment letter \(DOCX 37.6KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template.docx.aspx) (PDF 371.9KB) ([www.fairwork.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template.pdf.aspx))
- [Termination of employment letter - serious misconduct \(DOCX 44KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template-serious-misconduct.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template-serious-misconduct.docx.aspx) (PDF 64.3KB) ([www.fairwork.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template-serious-misconduct.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template-serious-misconduct.pdf.aspx))
- [Termination of employment letter - redundancy \(DOCX 48KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template-redundancy.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template-redundancy.docx.aspx) (PDF 267.5KB) ([www.fairwork.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template-redundancy.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template-redundancy.pdf.aspx))

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## Contact us

Fair Work Online: [www.fairwork.gov.au](http://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

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