

# RESIDENTIAL AGED CARE FACILITY EMPLOYEE COVID-19 VACCINATION TERMINATION LETTER TO STAFF WHO DO NOT COMPLY WITH VACCINATION REQUIREMENTS

[DATE]

PRIVATE AND CONFIDENTIAL  
BY POST/HAND/EMAIL

[Employee name]  
[address]

Dear [employee name]

## Termination of your employment

I am writing to advise you of our decision to terminate your employment based on your non-compliance with the government mandatory vaccination requirements.

As you are aware, the [insert title of relevant State/Territory Health Order/Directions] requires that from 17 September 2021, a residential aged care facility employee must not enter a residential aged care facility if they have not received at least their first dose of a COVID-19 vaccine.

[Option 1] We have discussed with you your reasons for refusing to receive a COVID-19 vaccine and unfortunately, you do not qualify for one of the recognised exceptions in the [insert title of relevant State/Territory Health Order/Directions]. [End option 1]

[Option 2] Contrary to our request to you, you have not provided us with any evidence that you have received at least your first dose of a COVID-19 vaccine or evidence that you qualify for one of the recognised exceptions in the [insert title of relevant State/Territory Health Order/Directions]. We offered to meet with you to discuss whether you had or would receive a COVID-19 vaccine, but you have not taken up this offer. [End option 2]

Based on the above, we cannot lawfully permit you to enter our premises to perform your duties as an [insert position title] from 17 September 2021, and from that date you cannot lawfully perform your role. As a result, we have decided to terminate your employment.

[Permanent employee option 1 – unpaid notice period] The termination of your employment is effective as at [insert termination date]. As you cannot lawfully perform your role from 17 September 2021, you are not entitled to payment during your notice period. You will shortly be paid your wages up to and including [insert termination date/last day of work] and any accrued but unused leave entitlements payable on termination. [End permanent employee option 1]

[Permanent employee option 2 – paying out notice (*not required but an option*)] The termination of your employment is effective immediately. You will shortly be paid in lieu of [insert number of weeks] notice, your wages up until today and any accrued but unused leave entitlements payable on termination. [End permanent employee option 2]

You are required to return all company property in your possession and you are directed not to attend the facility from 17 September 2021 unless it is in the capacity of a visitor to visit a resident.

Thank you for your service and we wish you all the best for your future. If you have any questions regarding this letter, please contact me.

Yours sincerely

**[Signature block]**