
Form – Individual Consultation Regarding Workplace Changes

Date

Private and Confidential

Name

Address

Address

Dear

Re: Confirmation of redundancy of employment at Headway Gippsland

Thank you for taking the time to meet with us to discuss the potential changes or redundancy of your employment at Headway Gippsland.

We appreciate how difficult this experience is, and thank you for your input and discussion.

We have considered your input and assessed all potential opportunities for redeployment in our organisation. Sadly, we have not been successful in identifying an alternate position in the business.

Regrettably, the decision has been made to make your position at Headway Gippsland redundant. This unfortunately results in the termination of your employment. This is by no means a reflection of your dedication and performance to Headway for a considerable many years.

As discussed, based upon your length of service and considerations under the Fair Work Act 2010, you would be eligible for the following entitlements in the event of redundancy.

These would be paid at your ordinary hourly rate, and proportionate to your normal weekly hours of work.

- Notice of termination: 4 weeks, **plus one additional week (5 weeks)**
- Redundancy entitlement for service **exceeding 10 years: 12 weeks**
- Balance of Annual Leave and Time in Lieu, less any hours owing:
- Balance of Long Service Leave:

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In addition to the above entitlements, we would also offer you:

1. Statement of service, detailing your roles and duties within Headway Gippsland

You will not be required to return to work following your leave, as we wish to pay all of your entitlements (including notice) in lieu. We hope this reduces some of the stress associated with these difficult circumstances.

Our Operations Manager Debbie Lee will connect with you to collect any items such as keys, cards, or infrastructure to be collected at a time convenient to you in the coming week.

We commit to working with you to support your transition from the business, and would like to invite you to an afternoon tea held in recognition of your service to Headway Gippsland when you feel comfortable. We propose **DAY, TIME, LOCATION** - please let us know if you are open to this opportunity for us to say thank you and farewell.

Should you require any support, we encourage you to please utilise the EAP provider: **XXXXX** for up to 3 months following your conclusion with Headway.

If you have any questions or comments, please address do not hesitate to contact me directly at your convenience.

From all at Headway, we thank you for your many years of dedicated service and contributions to our community.

Yours sincerely,

Jenelle Henry
CEO
On behalf of the Board
Headway Gippsland