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22 July 2022

<Employee's name>
<address 1>
<address 2>

Dear <Employee's first name>,

Since the announcement on Thursday 9 June of the decision to close Wesley Tebbutt you and many other staff members have been working to support our residents, their families and each other. We really appreciate your contribution to the ongoing care of our residents and to their transition to other homes.

During the past six weeks we have consulted with you and other team members to identify any reasonable alternative positions in Wesley Mission. Whilst the expression of interest process has resulted in transfers for some team members, a reasonable alternative position is not available for you.

The decision has been made for Wesley Tebbutt to close on Monday 8 August 2022.

As a result, this letter confirms that your <X> weeks' notice period of termination of employment will commence Monday 25 July 2022 and that the redundancy of your position will take effect on Monday 8 August 2022. Where your notice period is more than two weeks, you will be paid the balance in lieu of this notice period, as part of your final payment.

During the notice period you may have up to one day off per week, without loss of pay, for the purpose of seeking other employment. Please notify Elaine McNaughton if you wish to undertake this job search arrangement.

If you are not appointed to another position within Wesley Mission before the closure, you will receive a final payment including the following:

- Wages and allowances for time worked
- Accrued annual leave entitlements plus long service leave where your continuous service is more than five years
- A redundancy severance package calculated in accordance with the Wesley Mission Residential Aged Care & Villages, NSWNMA and HSU NSW Enterprise Agreement.

Wesley Mission appreciates that this may be a difficult time for you. Therefore, if you would like to undertake the Wesley Mission Employee Assistance Program, please contact LifeWorks on 1300 361 008.

Wesley Mission can also offer you pastoral support. If this is something that you would be interested in, please contact Sam Yip (mob) 0455 848 808 or email sam.yip@wesleymission.org.au.

Thank you for your commitment and dedication to our residents over the years. You have made a significant contribution to the work of Wesley Mission and we are very grateful.

Yours sincerely,

Grace Chan
General Manager, Wesley Home and Residential Care

CC: Elaine McNaughton, Head of Residential Aged Care
Wesley Human Resources Operations