



24<sup>th</sup> March 2020

Gerard McConville



Dear Gerard,

### **NOTICE OF TERMINATION OF CASUAL EMPLOYMENT**

#### **As of end of trading 23<sup>rd</sup> March 2020**

It is with much despair that we are forced to write these letters, but we do it with the best intentions, so you able to seek assistance from government agencies. As you are aware, we are experiencing throughout the entire community unprecedented events that are impacting our business.

COVID-19 has caused a substantial downturn in clients participating in our swim program, and with clients feedback we are expecting low enrolments for Term 2, 2020.

It is expected we will be operating with skeleton staff until things return to normal.

We have terminated your employment, so we can issue you a separation certificate which allows you to apply, if applicable, for Centrelink assistance immediately. If circumstances change, we would love to have all our employees return, but at this stage we are unsure about the future and our needs for swim instructors.

As such, we have no choice but to advise that we are terminating your employment, effective 24<sup>th</sup> March 2020. We would appreciate if you could return all property belonging to  at a confirmed time frame.

If you have any questions, please feel free to reach out to either myself or Joanne.

We wish you well in your future endeavours.

Yours sincerely

  
General Manager  
