



We build strong **PEOPLE**  
strong **FAMILIES** strong **COMMUNITIES**

# YMCA of Sydney

6<sup>th</sup> November 2012

Catharine Clements  
[REDACTED]  
[REDACTED]

Dear Catharine,

## TERMINATION OF EMPLOYMENT: PROBATIONARY PERIOD

As you are aware, your initial period of employment with our organisation is a probationary period of 6 months from your commencement date.

I regret to advise the organisation has decided not to continue your employment. We advise that your employment ends on Friday 2<sup>nd</sup> November 2012 and you will be paid one week in lieu of notice plus an additional week.

We request that you please return all YMCA property to Amanda Macintosh at YMCA Arncliffe by Friday 2<sup>nd</sup> November at 4pm including any electronic equipment, files and staff card. This is as requested by Kelly Anderson at your handover on Wednesday 31<sup>st</sup> October.

This will enable us to process your final pay.

We wish you well in the future.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Liam Whitley'.

Liam Whitley  
General Manager  
Children's Services