**From**: Thomas Lilley

Managing Director

ZeroW

4/36 Newheath Drive

Arundel, Gold Coast 4217

thomas@zerow.com.au

0434 431 495

**To**: Leisa Ohl

Co-Manager & Strength Coach

ZeroW Brisbane

203 Lutwyche Road,

Windsor, QLD 4030

12th August 2024

Dear Leisa,

**Re: Termination of Employment**

I am writing to inform you of the decision to terminate your employment with ZeroW, effective Monday 12th August.

This decision has not been made lightly and follows careful consideration of your performance and behaviour over the past months. As you are aware, you have received three formal written warnings regarding concerns related to your attitude and behaviour, which we believe have not aligned with the vision and goals we have for the business.

We have endeavoured to support you in addressing these concerns, providing feedback and opportunities to improve. Unfortunately, despite these efforts, there has been insufficient improvement in the areas discussed. It is important that all employees at ZeroW work together to maintain a positive and collaborative work environment that supports the business's success.

Please note that this decision complies with the Fair Work Act 2009, including the requirements for procedural fairness and consideration of all relevant factors. As such, you will be provided with the appropriate notice period/pay in lieu of notice, and any outstanding entitlements will be processed and paid to you.

We understand that this may be a challenging time for you, and we are committed to making this transition as smooth as possible. If you have any questions or require further clarification regarding this decision, please do not hesitate to contact me directly.

I would like to take this opportunity to thank you for your contributions to ZeroW during your time with us. I wish you all the best in your future.

Yours sincerely,

Thomas Lilley

Managing Director

ZeroW

Received by:

………………………………….

Leisa Ohl

Witnessed by:

………………………………….

Michael Kingston